

DEPARTMENT OF TRANSPORTATION

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS MS-67

1727 30TH STREET

SACRAMENTO, CA 95816-7006

PHONE (916) 227-6000

FAX (916) 227-6155

TTY (800) 735-0193 or (916) 227-2857

INTERNET <http://caltrans-opac.ca.gov>*Flex your power!
Be energy efficient!*

May 4, 2004

Addendum One
Invitation for Bid
Contract No. 07A1753
Moving Services

The following represents a summation of the questions submitted for the subject Invitation for Bid and the Department's responses.

Question 1: Will the Xerox printer in the Print Room at 120 S Spring Street be relocated by the service provider (Xerox Company)?

Answer: Yes. This is not part of this contract.

Question 2: Is the contractor required to disconnect the cables in the Data Center at 120 S. Spring Street?

Answer: No. Equipment and components to be moved will be powered down and disconnected by Department Staff. Components, including cables, needed for reassembly will be packaged, labeled and the equipment will be reconnected by Department staff after it is moved to the new location by the contractor.

Question 3: Is everything in the Data Center moving?

Answer: Yes. However, the Data Center modular furniture will be disassembled and moved by the furniture manufacturer prior to Data Center equipment moves. Equipment will be placed on conventional tables in the Data Center until it is moved to the new location.

Question 4: Is the Data Center moving at one time?

Answer: No. The Data Center equipment, racks, and cabinets will be moved on 8 different move dates over a 5-month period. The Print Room will be relocated in one move date. Attachment 2 – District 7 Move Schedule reflects the IT Data Center and Print Room relocation dates.

Question 5: For Prevailing Wages- Which rate should be utilized for bidding purposes?

Answer: See Attachment 16. Bids are to be submitted based on the 4/1/04 increased amounts.

Question 6: Are there any incentives for finishing early?

Answer: No

Question 7: What are the terms for payment? Net 30?

Answer: In the contract language Exhibit B, Item 3 there is a Prompt Payment Clause. This clause states the terms as outlined in the government code. Government Code Section 927 (b) states "It is the intent of the Legislature that state agencies pay properly submitted, undisputed invoices within 45 days of receipt, or automatically calculate and pay the appropriate late payment penalties as specified in this chapter."

Question 8: Can you define Cash Discount for Exhibit B, 1.C. Page 1 of 5?

Answer: This is a discount that you, the contractor, give the department if we pay your company within a timeframe/terms that is specified by your company. Example: Moving Company XXX will give the Department of Transportation a XX% discount if payment is made within XX days.

Question 9: Prevailing Wage- Should the bracers have a different prevailing wage from the movers?

Answer: Yes. The contractor is responsible for complying with the various prevailing wages that need to be included for this contract. See below language added to Exhibit B, Item 9 thorough Item 12 and Exhibit D, Item 12.

Question 10: Compressor in the DGS Shop- Will this be disconnected by Department staff?

Answer: None of the compressors in the DGS shop will be moved under this contract.

Question 11: Auto Shop- Currently the benches are welded together. Will the benches be cut prior to the move? Will we be responsible for installation of the benches at the new site? If so, what does the install consist of?

Answer: Department employees will cut the benches into the following lengths and unbolt them from the wall. Movers will transport them to the new building and place as indicated on plan. No installation is required.

4 benches @ 96" x 33"	2 benches @ 72" x 31"
1 bench @ 104" x 33"	1 bench @ 165" x 33"
1 bench @ 161" x 33"	1 bench @ 178" x 33"
1 bench @ 133" x 33"	

Question 12: What is the linear footage for the Law Library?

Answer: 1731 feet

Question 13: Auto shop- Are the lifts going?

Answer: Yes, See Added language to Exhibit A, Item I for a complete description. This will be bid as a separate item.

Question 14: Are the items marked in boxes with surplus going?

Answer: No

Question 15: In the Auto Shop are we (contractor) going to be anchoring tables to walls? They are currently attached.

Answer: No

Question 16: Are the counters in the Design area at 120 S. Spring Street to be relocated

Answer: The counters for the Design - Surveys, As Built Records, and Right of Way are not going.

Question 17: Will we be responsible for taking down the Design caged area at 120 S. Spring St.

Answer: You would have to take down some of the caged area in order to get the materials inside the cage out. You do not have to completely disassemble the caged area.

Question 18: Are we (contractor) to provide boxes for Department staff personal property?

Answer: No. The Department staff are responsible for packing and moving their own personal property and supplying their own boxes

Question 19: Do you (Department) have any laser equipment?

Answer: No, not for part of this move contract.

Question 20: What is the average number of boxes per person?

Answer: About 15 boxes per person. This is only an estimate. This is the approximate amount of storage room in a standard modular workstation. The contents of any libraries, bookcases, shelves, storage rooms, etc. will be additional.

Question 21: What is the square footage per floor?

Answer: See attachment 14. The attachment lists the square footage for the floors that will be moved.

Question 22: What is the elevator capacity and ceiling height?

Answer: See attachment 14. The attachment lists freight elevator capacities and heights for the locations to be moved.

Your attention is directed to the following changes to the above-noted Invitation for Bid:

- **The Bid Due Date now reads May 13, 2004 throughout the Invitation for Bid package.** Bids are still due at the same specified time of day in the Invitation for Bid.
- Changes to Attachment 2. The Move Schedule has been revised to reflect IT equipment to be relocated on Saturdays versus Thursday evenings. Impacted dates are 8/26/04, 9/11/04, 9/18/04 and 9/25/04.
- Changes to Attachment 3, For 865 S Figueroa Street.
Moving Hours: Thursday and Friday after 5 p.m. All day Saturday.
Now Reads Moving Hours: Thursday and Friday after **6 p.m.** All day Saturday.
- Changes to Attachment 5. This attachment has been revised to show multiple changes that have been made. Please note updated attachment has a date of 5/3/2004 on the bottom right.
- Deletion of Attachment 6. This attachment is no longer part of the solicitation
- The following are attachments that have been added to this solicitation.
Attachment 13 Information Technology (IT) Equipment to be Moved
Attachment 14 – Square Footage and Freight Elevator Information
Attachment 15 – Manulife Financial, 865 South Figueroa, Moving Policy
Attachment 16 – Prevailing Wage Determination
Attachment 17 – Maps/Floorplates *** Floor Plans. Updated floor plate plans have been included as Attachments 17 to this addendum. Distributed plans reflected the floor plate not the

actual floor plan (layout of the floor). DOX=120 S. Spring Street Annex Building.
DOB= 120 S. Spring Street Main Building

Attachment 18 – Maps/Floorplates for new building at 100 South Main Street, Los Angeles.

Attachment 19 – Specifications and Dimensions for lifts

- Please note that the Department will not be occupying floors 9, 10, and 11 of the new building. The Department will only occupy part of floor 1 in the new building.
- Changes to Invitation For Bid, C.7., now reads:
 - 7. State Prevailing Wages
State General Prevailing Wage Rates will apply for the County of Los Angeles pursuant to Government Code section 14920. Copies of the predetermined general prevailing wage rates set by the Director of Industrial Relations may be obtained by contacting Frank Martinez, Labor Compliance Officer, District 7, 120 South Spring Street, Los Angeles CA 90012, Phone (213) 897-0600. Copies may also be obtained via the Internet: <http://www.dir.ca.gov>
- Added to Exhibit A, Item I.
 - I. **Additive Alternate Bid Item #1**
 - 1. There are 2 Mohawk lifts, Models TP-7 and TP-9. Both lifts are to be disconnected, disassembled, then moved to the new building reassembled and reconnected. Caltrans will deenergize the electrical connection before the move. See Attachment 19 for the specifications and dimensions of both lifts
 - 2. This will be bid as a separate item. **Must use the new bid proposal sheet.**
- Added to Exhibit B, For Item 1, Invoicing and Payment a new clause has been inserted as a new Item C. The old Item C will now be Item D and so on.
 - C. The Contractor will be paid a lump sum for the Additive Alternate Bid Item #1 in the amount of \$_____. This payment will be paid upon successful completion of the work performed and approved by the contract manager relating to Exhibit A, Item I.
- Changes to Exhibit B, Item 6, now reads:
 - A. The cost of employer payments to or on behalf of employees, subsistence, travel, compensation insurance premiums, unemployment contributions, social security taxes, Agreement bond premiums, and any other taxes or assessments, including but not limited to, sales and use taxes required by law or otherwise shall be included in the Agreement rates and no additional allowance will be made thereof, unless separate payment provision should specifically so provide.
- Added to Exhibit B, Item 9 through Item 12.
 - 9. Penalty
 - A. The Contractor and any Subcontractor under the Contractor shall comply with Labor Code Sections 1774 and 1775. In accordance with said Section 1775, the Contractor shall forfeit, as a penalty to the Department, not more than fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates for such work or craft in which such worker is employed for any public work done under the contract by him or her, or by any subcontractor under him/her, in violation of the provisions of the Labor Code and, in particular, Labor Code Sections 1775 to 1780, inclusively.

- B. The amount of this forfeiture shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Contractor or Subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Contractor or Subcontractor in meeting his or her prevailing wage obligations, or a Contractor's willful failure to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Contractor or Subcontractor had knowledge of the obligations under the Labor Code. In addition, to the penalty and pursuant to Labor Code Section 1775, the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor or Subcontractor.
- C. If a worker employed by a Subcontractor on a public works project is not paid the general prevailing per diem wages by the Subcontractor, the prime Contractor of the project is not liable for any penalties described above, unless the prime Contractor had knowledge of that failure of the Subcontractor to pay the specified prevailing rate of wages to those workers or unless the prime Contractor fails to comply with all of the following requirements:
- 1.) The Agreement executed between the Contractor and the Subcontractor for the performance of work on the public works project shall include a copy of the provisions of Sections 1771, 1775, 1775.5, 1776, 1813 and 1815 of the Labor Code.
 - 2.) The Contractor shall monitor the payment of the specified general prevailing rate of per diem wages by the Subcontractor to the employees by periodic review of the certified payroll records of the subcontractor.
 - 3.) Upon becoming aware of the failure of the Subcontractor to pay his or her workers the specific prevailing rate of wage, the Contractor shall diligently take corrective action to halt or rectify the failure, including, but not limited, to retaining sufficient funds due the Subcontractor for work performed on the public works project.
 - 4.) Prior to making final payment to the Subcontractor for work performed on the public works project, the Contractor shall obtain an affidavit signed under penalty of perjury for the Subcontractor that the Subcontractor has paid the specified general prevailing rate of per diem wages to his or her employees on the public works project and any amounts due pursuant to Section 1813.
- D. Pursuant to Section 1775 of the Labor Code, the Department shall notify the Contractor on a public works project within 15 days of receipt of a complaint that a Subcontractor has failed to pay workers the general prevailing rate of per diem wages.
- E. If the Department determines that employees of a Subcontractor were not paid the general prevailing rate of per diem wages and if the Department did not retain sufficient money under the contract to pay those employees the balance of wages owed under the general prevailing rate of per diem wages, the Contractor shall withhold an amount of moneys due the Subcontractor sufficient to pay those employees the general prevailing rate of per diem wages if requested by the Department.
- F. The Contractor shall pay any money retained from and owed to a Subcontractor upon receipt of notification by the Department that the wage complaint has been resolved. If notice of the resolution of the wage complaint has not been received by the Contractor within 180 days of the

filing of a valid notice of completion or acceptance of the public works project, whichever occurs later, the Contractor shall pay all moneys retained from the Subcontractor to the Department. The moneys shall be retained by the Department pending the final decision of an enforcement action.

- G. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this clause.

10. State General Prevailing Wage Rates

- A. The attention of the Contractor is directed to, and the Contractor agrees to comply with all of the applicable provisions of the Labor Code including those provisions requiring the payment of not less than the general prevailing rate of wages. The Contractor further agrees to the penalties and forfeitures provided in said Code in the event a violation of any of the provisions occurs in the execution of this Agreement.
- B. Pursuant to Section 1771.5 of the Labor Code, not less than the general prevailing wage rate of per diem wages and the general prevailing rate of per diem wages for holiday and overtime work for work of a similar character in the county in which the work is to be performed shall be paid to all workers employed on this Agreement, if this Agreement is for:
- 1.) More than \$25,000 for public works construction or,
 - 2.) More than \$15,000 for the alteration, demolition, installation, repair, or maintenance of public works.
- C Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this clause.

11. State Prevailing Wage Rate Determinations

- A. The General Prevailing Wage Rate Determinations applicable to the project are available and on file with the Department's Regional/District Labor Compliance Office. These wage rate determinations are made a specific part of this contract by reference pursuant to Labor Code Section 1773.2. Any special wage rate determinations applicable to this project are attached.
- B. General Prevailing Wage Rate Determinations applicable to this project may also be obtained from the Department of Industrial Relations Internet site at: <http://www.dir.ca.gov/>
- C. After award of the Agreement, and prior to commencing work, all applicable General Prevailing Wage Rate Determinations are to be obtained by the Contractor from the Department's District/Regional Labor Compliance Officer. These wage rate determinations are to be posted by the Contractor at the job site in accordance with Section 1773.2 of the California Labor Code.
- D. Questions pertaining to predetermined wage rates should be directed to the Department of Industrial Relations, Division of Labor Statistics and Research, P. O. Box 420603, San Francisco, CA 94142-0603, (415) 972-8628.

12. Hours of Labor

Eight (8) hours labor constitutes a legal day's work. The Contractor shall forfeit, as a penalty to the State of California, twenty-five dollars (\$25.00) for each worker employed in the execution of the Agreement by the Contractor or any Subcontractor under the Contractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of the Labor Code, and in particular Sections 1810 to 1815 thereof, inclusive, except that work performed by employees in excess of eight (8) hours per day, and forty (40) hours during any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day and forty (40) hours in any week, at not less than one and one-half times the basic rate of pay, as provided in Section 1815.

B. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this clause.

- Added to Exhibit D, Item 12.

12. Employment of Apprentices

- A. Attention is directed to the provisions in Section 1777.5, 1777.6 and 1777.7 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him/her. (Section 1777.5 shall not apply to contracts of general contractors or to contracts of specialty contractors not bidding/proposing work through a general or prime contractor, involving less than 20 working days or \$30,000.)
- B. The Contractor and any subcontractors under him/her shall comply with the requirements of 1777.6 and, where applicable, of 1777.5 in the employment of apprentices.
- C. To insure compliance and complete understanding of the law regarding apprentices, and specifically the required ratio thereunder, each contractor or subcontractor should, where some question exists, contact the State Division of Apprenticeship Standards, P. O. Box 420603, San Francisco, California 94142-0603, or one of its branch offices, prior to commencement of work on the public works contract. Responsibility for compliance with Section 1777.5 lies with the prime Contractor. Penalties are specified in Labor Code Section 1777.7.
- D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this article.

All other terms and conditions set forth in the Invitation for Bid remain in full force and effect.

Sincerely,

Crystal Stahl
Service Contract Analyst

BID PROPOSAL**ATTACHMENT 1**

State Office Building Move
District 7 Headquarters

Contractor:

The undersigned Contractor, as bidder, declares that he/she has carefully examined the locations of the proposed work as described, examined the specifications and general conditions therefore, read the instructions to bidders, and is familiar with all proposal requirements, and agrees, if the proposal is accepted, to complete the above project in accordance with the Contract Documents, in the time stated herein amounting to a total of:

Total, Lump Sum Bid Amount \$_____
Do not include Additive Alternate Bid Item Amount

NOTE: The amount above will be the amount that the contract will be awarded upon.

Additive Alternate Bid Item #1

Total for Additive Alternate Bid Item Only \$_____

Both bid amounts includes and covers all office overhead, profit and payroll cost and taxes; the furnishing of all equipment, tools, machinery, apparatus and materials; and the performance of all labor requisite proper for the performance and completion of all the work in the manner set forth, described and shown in the Scope of Work.

Contractor's Name:
Bidder's Signature:
Contract #: 07A1753

Information Technology (IT) Equipment To Be Moved

Type	Quantity
1. Mid-to high- end enterprise servers	10 cabinets (on rollers)
2. LAN Servers	82 servers
3. Equipment Racks and Cabinets w/equipment	10 cabinets (on rollers)
4. Network routers and switches	5 Routers/switches
5. Monitors	32 monitors
6. Equipment racks and cabinets empty	4 cabinets (on rollers)
7. Tape racks	2 racks
8. Misc. equipment and cabinets	11 storage cabinets

Special care must be used to move items 1 through 5 as it is comprised of electronic data processing equipment that is sensitive to rough handling. During transit, equipment and/or cabinets should be padded and secured to prevent movement or falling over. Standalone servers may be moved on flat beds through the building but must not be stacked on top of each other at any time.

Information Technology (IT) Equipment To Be Moved

Type	Quantity	Location
1. Switches	65	120 S. Spring
2. Switches	4	MWD – Alameda
3. Racks	6	MWD - Alameda
4. Switches	7	Wilshire
5. Racks	3	Wilshire
6. Switches	8	801 S. Grand
7. Racks	10	801 S. Grand
8. Switches	3	Norwalk

Special care must be used to move items 1, 2, 4, 6, and 8. These items are both Stackable and chassis type LAN switches that are sensitive to rough handling. During transit, equipment and/or cabinets should be padded and secured to prevent movement or falling over. Switches may be moved on flat beds and may be stacked as long as care is taken to prevent equipment from falling off of the cart.

Square Footage and Freight Elevator Information

Location	Square Feet	Door Clearance	Height	Depth	Width	Weight Capacity
120 S. Spring Street, Los Angeles	287,000	DOB 4' DOX 3'10"	8' 7'	7'9" 7'3"	4' 4'	4000lb 4000lb
801 S. Grand Avenue, Los Angeles	76,966	4' x 7'	8' (Can go up to 10')	8'6"	5'3"	4500lb
1000 Wilshire Blvd, Los Angeles	43,744	6'11" 7/8" x 3'11" 7/8" ***Doorway Before Elevator 6'11"H x 3'9"W	11'8"	7'10"	5'4"	4000lb
865 S. Figueroa Street, Los Angeles	23,600	8' x 4'5"	10'	7'5"	6'	4000lb
700 N. Alameda Street, Los Angeles	15,243	4'5" x 9'	10' (One section) 12'9" (Another section)	8'9"	5'8"	4000lb
12501 E. Imperial Highway, Suite 400, Norwalk	6,960	4'	10'	8'6"	5'3"	4000lb



Manulife Financial

865 South Figueroa
Los Angeles, California

Moving Policy

The following rules pertain to the moving of furniture, equipment and other personal property at 865 South Figueroa.

Any deviation from these rules must meet with the Property Management Office's prior approval.

- A. Masonite sections will be used as runners on all floor areas where furniture or equipment is being moved with wheel or skip type dollies. All sections of masonite must be taped together to prevent slipping.
- B. Movers must provide and install protective coverings on all door facings, freight elevator cabs and other areas along the route during the move. All walls, door facings, freight elevator cabs and other areas along the route will be inspected before and after the move.
- C. Any damage to the Building caused by the move will be repaired and paid for by the tenant.
- D. The tenant and their moving company must take arrangements with the Office of the Building for use of the freight elevator prior to the moving date.
- E. Moving companies must carry insurance meeting all California State requirements for Comprehensive General Liability and Workman's Compensation Insurance. A list of the Building's standard insurance requirements is attached and must be adhered to.
- F. **Correct** certificates of insurance must be on file with the Property Management Office at least 48 hours **prior** to the move.

**865 South Figueroa
Los Angeles, California**

Insurance Requirements

- A) Workers' Compensation - Statutory Insurance
- B) \$1,000,000 General Liability Insurance
- C) Employer's Liability - \$500,000
- D) Business Auto Liability including hired and non-owned auto coverage-
\$1,000,000 combined single limit

CERTIFICATE HOLDER: Manulife Financial
865 S. Figueroa Street
Suite 3320
Los Angeles, Ca 90017

ADDITIONAL INSURED: The Manufacturers Life Insurance
Company, (U.S.A.)

Should you have any questions regarding the above requirements, please
contact Norma Madrid at (213) 689-0813.

**PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF
INDUSTRIAL RELATIONS PURSUANT TO GOVERNMENT CODE, SECTION 14920**

Determination: LOS-2003-1

Issue Date: March 22, 2003

Expiration Date: March 31, 2004** The rate to be paid for work performed after this date has been determined. If work will extend past this date, the new rate must be paid and should be incorporated in contracts entered into now. Contact the Division of Labor Statistics and Research for specific rates (415) 703-4774.

Locality: Los Angeles County

Craft: Furniture Mover and Related Classifications

<u>Wage Rate</u>	<u>Basic Straight-Time</u>
<u>Classification (\$)</u>	<u>Hourly Rate</u>
Mover, Packer	\$15.57 **
Driver	\$16.14 **
Helper	\$14.57 **

Employer Payments:

<u>Health and Welfare:</u>	\$2.31 per hour worked
<u>Pension:</u>	\$2.09 per hour worked.
<u>Sick (6 days per year):</u>	\$0.36 per hour worked (Mover)
	\$0.37 per hour worked (Driver)
	\$0.34 per hour worked (Helper)
<u>Vacation/Holiday:</u>	
60 days to 18 months	\$0.48 per hour worked (Mover)
	\$0.50 per hour worked (Driver)
	\$0.45 per hour worked (Helper)
18 -24 months	\$0.78 per hour worked (Mover)
	\$0.81 per hour worked (Driver)
	\$0.73 per hour worked (Helper)
24 - 36 months	\$0.90 per hour worked (Mover)
	\$0.93 per hour worked (Driver)
	\$0.84 per hour worked (Helper)
3 - 10 years	\$1.20 per hour worked (Mover)
	\$1.24 per hour worked (Driver)
	\$1.12 per hour worked (Helper)
10-15 years	\$1.50 per hour worked (Mover)
	\$1.55 per hour worked (Driver)
	\$1.40 per hour worked (Helper)
Over 15 years	\$1.80 per hour worked (Mover)
	\$1.86 per hour worked (Driver)
	\$1.68 per hour worked (Helper)

Overtime: For all work performed in excess of eight (8) straight time hours per day or forty (40) straight time hours per week, all employees shall receive the overtime rate of one and one-half (1-1/2) times the regular hourly rate.

Recognized Holidays: New Year's Day, Washington's Birthday (President's Day), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day before Christmas and Christmas Day. After 2 years of continuous service: Employee's Birthday and one Floating Holiday. Any holiday falling on Sunday shall be observed on the following Monday.

Travel and Subsistence: When an employee is ordered to report (but not when he requests relocation) to a branch or warehouse, other than where his seniority is listed, he shall be paid excess time and mileage; when an employee drives less mileage than he regularly drives, he will not receive such time and mileage. Once ordered to report to any place of work, and thereafter told to report to another location to start work, an employee shall receive time and mileage from the original place he was ordered to report. Temporary warehouses will not be considered a different jobsite.

** Effective April 1, 2004, there will be a predetermined increase to the wages and/or fringes. Please contact the Division of Labor Statistics and Research at 415-703-4774.

County: Imp. Ing. Ker. Los. Mon
 ORA, Riv. SBR, SDI, SLO
 STB, TUL & VEN

3/17/04

As per D. M...
 Attachment 16

Basic Hourly
 Rate
 ↓
 sick leave
 ↓

SICK				4/1/2002		4/1/2003		Increase	4/1/2004		Increase
Mover	48	15.22	0.35	15.57	0.36	0.01	15.92	0.37	0.01		
Driver	48	15.79	0.36	16.14	0.37	0.01	16.49	0.38	0.01		
Helper	48	14.22	0.33	14.57	0.34	0.01	14.92	0.34	0.00		

VACATION & HOLIDAY

										<i>Increase</i>	
60 days - 18 mos											
Mover	64	15.22	0.47		15.57	0.48	0.01		15.92	0.49	0.01
Driver	64	15.79	0.49		16.14	0.50	0.01		16.49	0.51	0.01
Helper	64	14.22	0.44		14.57	0.45	0.01		14.92	0.46	0.01
18-24 mos											
Mover	104	15.22	0.76		15.57	0.78	0.02		15.92	0.80	0.02
Driver	104	15.79	0.79		16.14	0.81	0.02		16.49	0.82	0.01
Helper	104	14.22	0.71		14.57	0.73	0.02		14.92	0.75	0.02
24-36 mos											
Mover	120	15.22	0.88		15.57	0.90	0.02		15.92	0.92	0.02
Driver	120	15.79	0.91		16.14	0.93	0.02		16.49	0.95	0.02
Helper	120	14.22	0.82		14.57	0.84	0.02		14.92	0.86	0.02
3-10 yrs											
Mover	160	15.22	1.17		15.57	1.20	0.03		15.92	1.22	0.02
Driver	160	15.79	1.21 1.22*		16.14	1.24	0.03 0.02		16.49	1.27	0.03
Helper	160	14.22	1.09		14.57	1.12	0.03		14.92	1.15	0.03
10-15 yrs											
Mover	200	15.22	1.46		15.57	1.50	0.04		15.92	1.53	0.03
Driver	200	15.79	1.52		16.14	1.55	0.03		16.49	1.59	0.04
Helper	200	14.22	1.37		14.57	1.40	0.03		14.92	1.43	0.03

1.80	0.04	15.92	1.84	0.04
1.86	0.04	16.49	1.90	0.04
1.68	0.04	14.92	1.72	0.04

Eff. 4/1/04

Pension: increase 10¢

Sick/Death Benefit:

Mover: increase 3¢

Driver: increase 3¢

Helper: increase 2¢

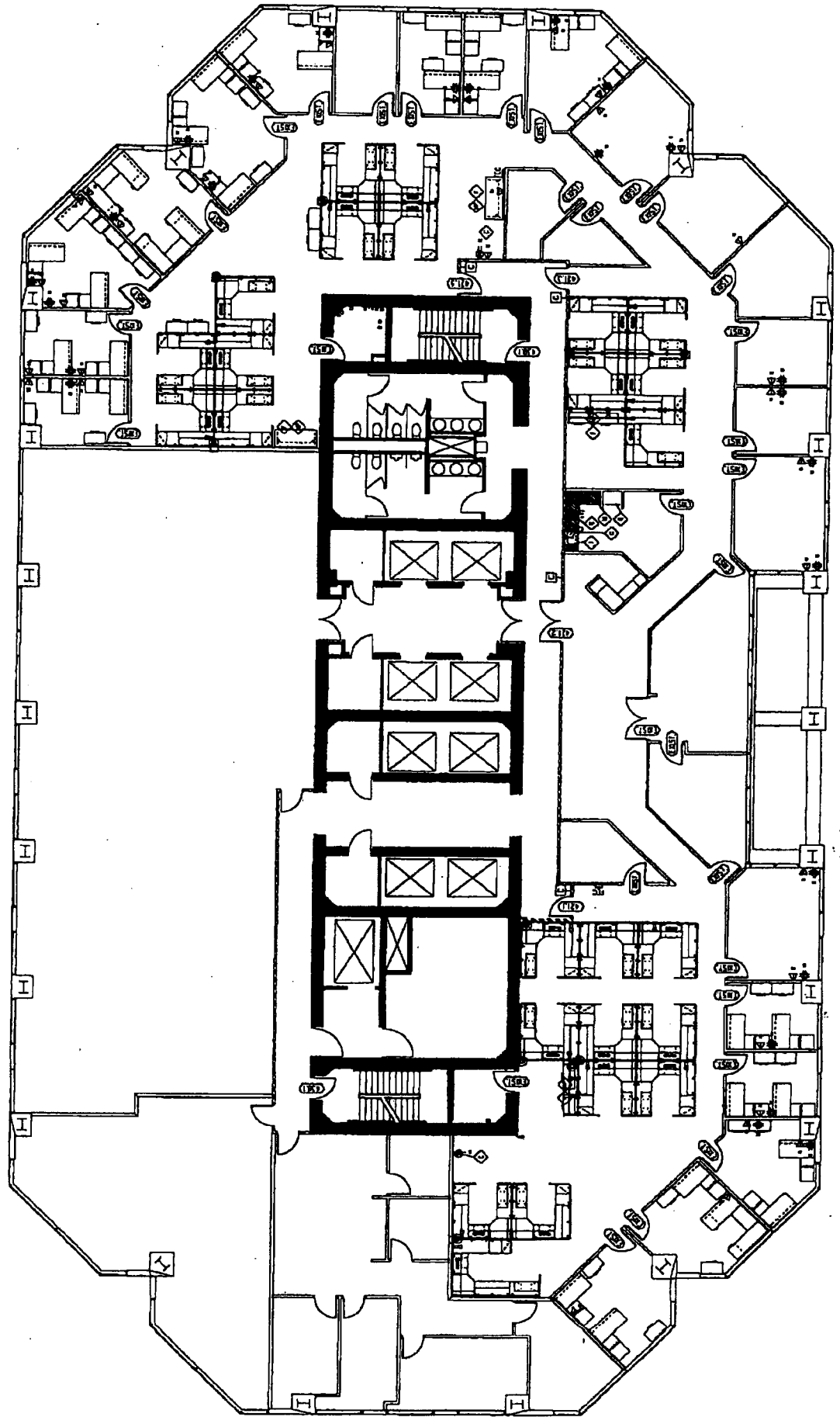
EFF 4/1/04
 DEATH BENEFIT PLAN

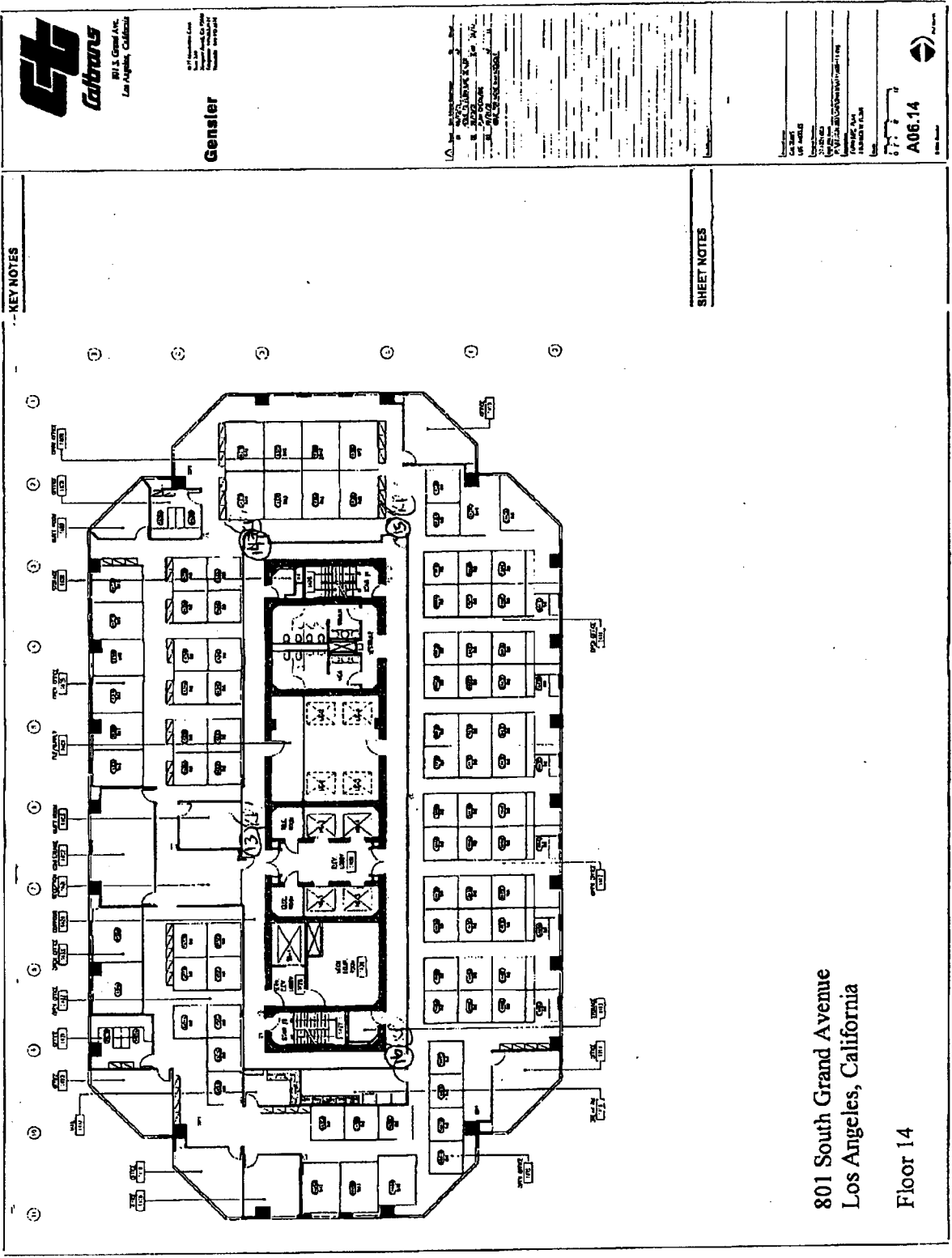
SEE PG. 29

INCREASE TO DEATH
 BENEFIT PLAN

801 South Grand Avenue
Los Angeles, California

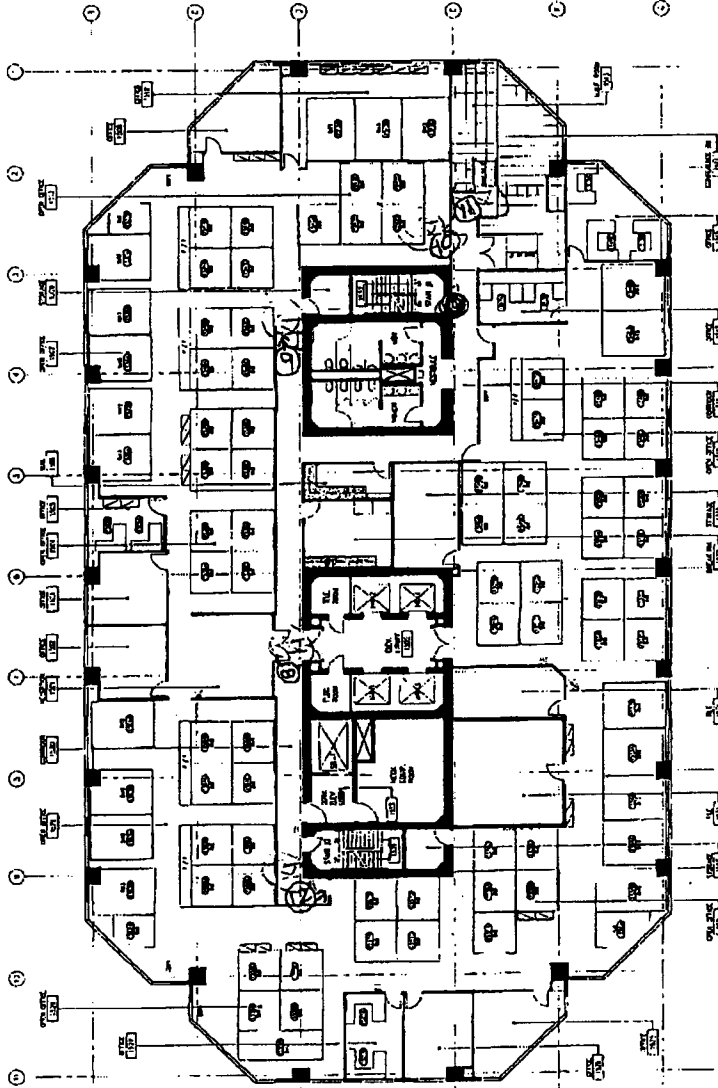
4th Floor





[illegible][illegible]

SHEET NOTES



801 South Grand Avenue
Los Angeles, California

Floor 15

[illegible]

DATE	07/26	BY	
TIME	08:00	TO	09:00
LOCATION	Bldg 1000		
REMARKS	See attached photo.		

1. Name of the person or organization: Mr. J. Edgar Hoover

2. Address: Washington, D. C.

3. City: Washington, D. C.

4. State: D. C.

5. Zip: 20535

6. Date: 10/10/68

7. Time: 10:10 AM

8. From: Mr. J. Edgar Hoover

9. To: Mr. J. Edgar Hoover

10. Subject: Mr. J. Edgar Hoover

11. Remarks: Mr. J. Edgar Hoover

12. Initials: Mr. J. Edgar Hoover

13. Signature: Mr. J. Edgar Hoover

14. Title: Mr. J. Edgar Hoover

15. Organization: Mr. J. Edgar Hoover

16. Address: Mr. J. Edgar Hoover

17. City: Mr. J. Edgar Hoover

18. State: Mr. J. Edgar Hoover

19. Zip: Mr. J. Edgar Hoover

20. Date: Mr. J. Edgar Hoover

21. Time: Mr. J. Edgar Hoover

22. From: Mr. J. Edgar Hoover

23. To: Mr. J. Edgar Hoover

24. Subject: Mr. J. Edgar Hoover

25. Remarks: Mr. J. Edgar Hoover

26. Initials: Mr. J. Edgar Hoover

27. Signature: Mr. J. Edgar Hoover

28. Title: Mr. J. Edgar Hoover

29. Organization: Mr. J. Edgar Hoover

30. Address: Mr. J. Edgar Hoover

31. City: Mr. J. Edgar Hoover

32. State: Mr. J. Edgar Hoover

33. Zip: Mr. J. Edgar Hoover

34. Date: Mr. J. Edgar Hoover

35. Time: Mr. J. Edgar Hoover

36. From: Mr. J. Edgar Hoover

37. To: Mr. J. Edgar Hoover

38. Subject: Mr. J. Edgar Hoover

39. Remarks: Mr. J. Edgar Hoover

40. Initials: Mr. J. Edgar Hoover

41. Signature: Mr. J. Edgar Hoover

42. Title: Mr. J. Edgar Hoover

43. Organization: Mr. J. Edgar Hoover

44. Address: Mr. J. Edgar Hoover

45. City: Mr. J. Edgar Hoover

46. State: Mr. J. Edgar Hoover

47. Zip: Mr. J. Edgar Hoover

48. Date: Mr. J. Edgar Hoover

49. Time: Mr. J. Edgar Hoover

50. From: Mr. J. Edgar Hoover

51. To: Mr. J. Edgar Hoover

52. Subject: Mr. J. Edgar Hoover

53. Remarks: Mr. J. Edgar Hoover

54. Initials: Mr. J. Edgar Hoover

55. Signature: Mr. J. Edgar Hoover

56. Title: Mr. J. Edgar Hoover

57. Organization: Mr. J. Edgar Hoover

58. Address: Mr. J. Edgar Hoover

59. City: Mr. J. Edgar Hoover

60. State: Mr. J. Edgar Hoover

61. Zip: Mr. J. Edgar Hoover

62. Date: Mr. J. Edgar Hoover

63. Time: Mr. J. Edgar Hoover

64. From: Mr. J. Edgar Hoover

65. To: Mr. J. Edgar Hoover

66. Subject: Mr. J. Edgar Hoover

67. Remarks: Mr. J. Edgar Hoover

68. Initials: Mr. J. Edgar Hoover

69. Signature: Mr. J. Edgar Hoover

70. Title: Mr. J. Edgar Hoover

71. Organization: Mr. J. Edgar Hoover

72. Address: Mr. J. Edgar Hoover

73. City: Mr. J. Edgar Hoover

74. State: Mr. J. Edgar Hoover

75. Zip: Mr. J. Edgar Hoover

76. Date: Mr. J. Edgar Hoover

77. Time: Mr. J. Edgar Hoover

78. From: Mr. J. Edgar Hoover

79. To: Mr. J. Edgar Hoover

80. Subject: Mr. J. Edgar Hoover

81. Remarks: Mr. J. Edgar Hoover

82. Initials: Mr. J. Edgar Hoover

83. Signature: Mr. J. Edgar Hoover

84. Title: Mr. J. Edgar Hoover

85. Organization: Mr. J. Edgar Hoover

86. Address: Mr. J. Edgar Hoover

87. City: Mr. J. Edgar Hoover

88. State: Mr. J. Edgar Hoover

89. Zip: Mr. J. Edgar Hoover

90. Date: Mr. J. Edgar Hoover

91. Time: Mr. J. Edgar Hoover

92. From: Mr. J. Edgar Hoover

93. To: Mr. J. Edgar Hoover

94. Subject: Mr. J. Edgar Hoover

95. Remarks: Mr. J. Edgar Hoover

96. Initials: Mr. J. Edgar Hoover

97. Signature: Mr. J. Edgar Hoover

98. Title: Mr. J. Edgar Hoover

99. Organization: Mr. J. Edgar Hoover

100. Address: Mr. J. Edgar Hoover

101. City: Mr. J. Edgar Hoover

102. State: Mr. J. Edgar Hoover

103. Zip: Mr. J. Edgar Hoover

104. Date: Mr. J. Edgar Hoover

105. Time: Mr. J. Edgar Hoover

106. From: Mr. J. Edgar Hoover

107. To: Mr. J. Edgar Hoover

108. Subject: Mr. J. Edgar Hoover

109. Remarks: Mr. J. Edgar Hoover

110. Initials: Mr. J. Edgar Hoover

111. Signature: Mr. J. Edgar Hoover

112. Title: Mr. J. Edgar Hoover

113. Organization: Mr. J. Edgar Hoover

114. Address: Mr. J. Edgar Hoover

115. City: Mr. J. Edgar Hoover

116. State: Mr. J. Edgar Hoover

117. Zip: Mr. J. Edgar Hoover

118. Date: Mr. J. Edgar Hoover

119. Time: Mr. J. Edgar Hoover

120. From: Mr. J. Edgar Hoover

121. To: Mr. J. Edgar Hoover

122. Subject: Mr. J. Edgar Hoover

123. Remarks: Mr. J. Edgar Hoover

124. Initials: Mr. J. Edgar Hoover

125. Signature: Mr. J. Edgar Hoover

126. Title: Mr. J. Edgar Hoover

127. Organization: Mr. J. Edgar Hoover

128. Address: Mr. J. Edgar Hoover

129. City: Mr. J. Edgar Hoover

130. State: Mr. J. Edgar Hoover

131. Zip: Mr. J. Edgar Hoover

132. Date: Mr. J. Edgar Hoover

133. Time: Mr. J. Edgar Hoover

134. From: Mr. J. Edgar Hoover

135. To: Mr. J. Edgar Hoover

136. Subject: Mr. J. Edgar Hoover

137. Remarks: Mr. J. Edgar Hoover

138. Initials: Mr. J. Edgar Hoover

139. Signature: Mr. J. Edgar Hoover

140. Title: Mr. J. Edgar Hoover

141. Organization: Mr. J. Edgar Hoover

142. Address: Mr. J. Edgar Hoover

143. City: Mr. J. Edgar Hoover

144. State: Mr. J. Edgar Hoover

145. Zip: Mr. J. Edgar Hoover

146. Date: Mr. J. Edgar Hoover

147. Time: Mr. J. Edgar Hoover

148. From: Mr. J. Edgar Hoover

149. To: Mr. J. Edgar Hoover

150. Subject: Mr. J. Edgar Hoover

151. Remarks: Mr. J. Edgar Hoover

152. Initials: Mr. J. Edgar Hoover

153. Signature: Mr. J. Edgar Hoover

154. Title: Mr. J. Edgar Hoover

155. Organization: Mr. J. Edgar Hoover

156. Address: Mr. J. Edgar Hoover

157. City: Mr. J. Edgar Hoover

158. State: Mr. J. Edgar Hoover

159. Zip: Mr. J. Edgar Hoover

160. Date: Mr. J. Edgar Hoover

161. Time: Mr. J. Edgar Hoover

162. From: Mr. J. Edgar Hoover

163. To: Mr. J. Edgar Hoover

164. Subject: Mr. J. Edgar Hoover

165. Remarks: Mr. J. Edgar Hoover

166. Initials: Mr. J. Edgar Hoover

167. Signature: Mr. J. Edgar Hoover

168. Title: Mr. J. Edgar Hoover

169. Organization: Mr. J. Edgar Hoover

170. Address: Mr. J. Edgar Hoover

171. City: Mr. J. Edgar Hoover

172. State: Mr. J. Edgar Hoover

173. Zip: Mr. J. Edgar Hoover

174. Date: Mr. J. Edgar Hoover

175. Time: Mr. J. Edgar Hoover

176. From: Mr. J. Edgar Hoover

177. To: Mr. J. Edgar Hoover

178. Subject: Mr. J. Edgar Hoover

179. Remarks: Mr. J. Edgar Hoover

180. Initials: Mr. J. Edgar Hoover

181. Signature: Mr. J. Edgar Hoover

182. Title: Mr. J. Edgar Hoover

183. Organization: Mr. J. Edgar Hoover

184. Address: Mr. J. Edgar Hoover

185. City: Mr. J. Edgar Hoover

186. State: Mr. J. Edgar Hoover

187. Zip: Mr. J. Edgar Hoover

188. Date: Mr. J. Edgar Hoover

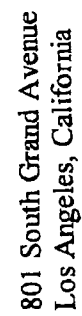
189. Time: Mr. J. Edgar Hoover

190. From: Mr. J. Edgar Hoover

191. To:

[illegible]

SHEET NOTES



Floor 16



801 S. Grand Ave.
Los Angeles, California

Gensler

Architect
801 S. Grand Ave.
Los Angeles, CA 90017
Phone: (213) 213-1111
Fax: (213) 213-1112

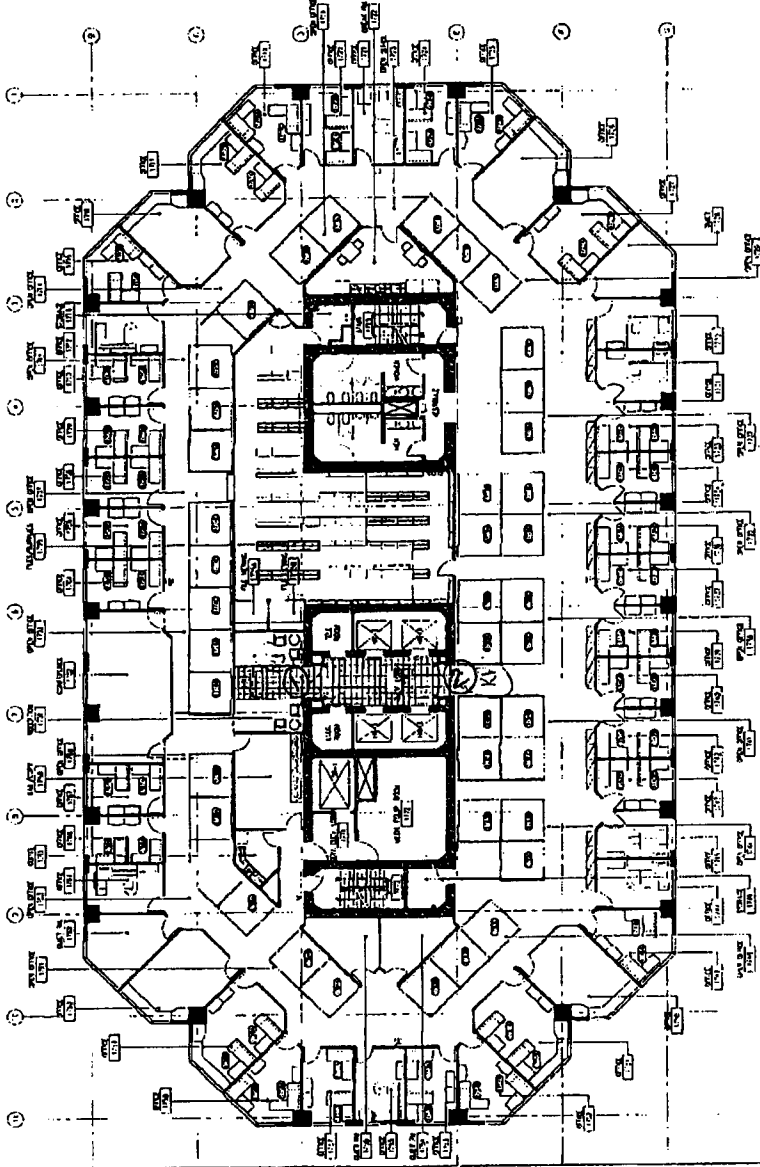
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.

4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
5. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.

7. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES OF THE CITY OF LOS ANGELES AND THE STATE OF CALIFORNIA.

KEY NOTES

SHEET NOTES



801 South Grand Avenue
Los Angeles, California

Floor 17

A06.17

**Deloitte &
Touche LLP**



ADDRESS
100 VILLAGE BLVD.
LOS ANGELES, CA 90001
FLOOR
12TH

UPDATED: 03-22-05

FLORENCE VON MEYER & ASSOCIATES
planning project management design

2000 Broadway, Suite 200, Santa Monica, CA 90404
TEL: 310.310.1234 FAX: 310.310.1234
WWW: WWW.FVMA.COM

DT/LA

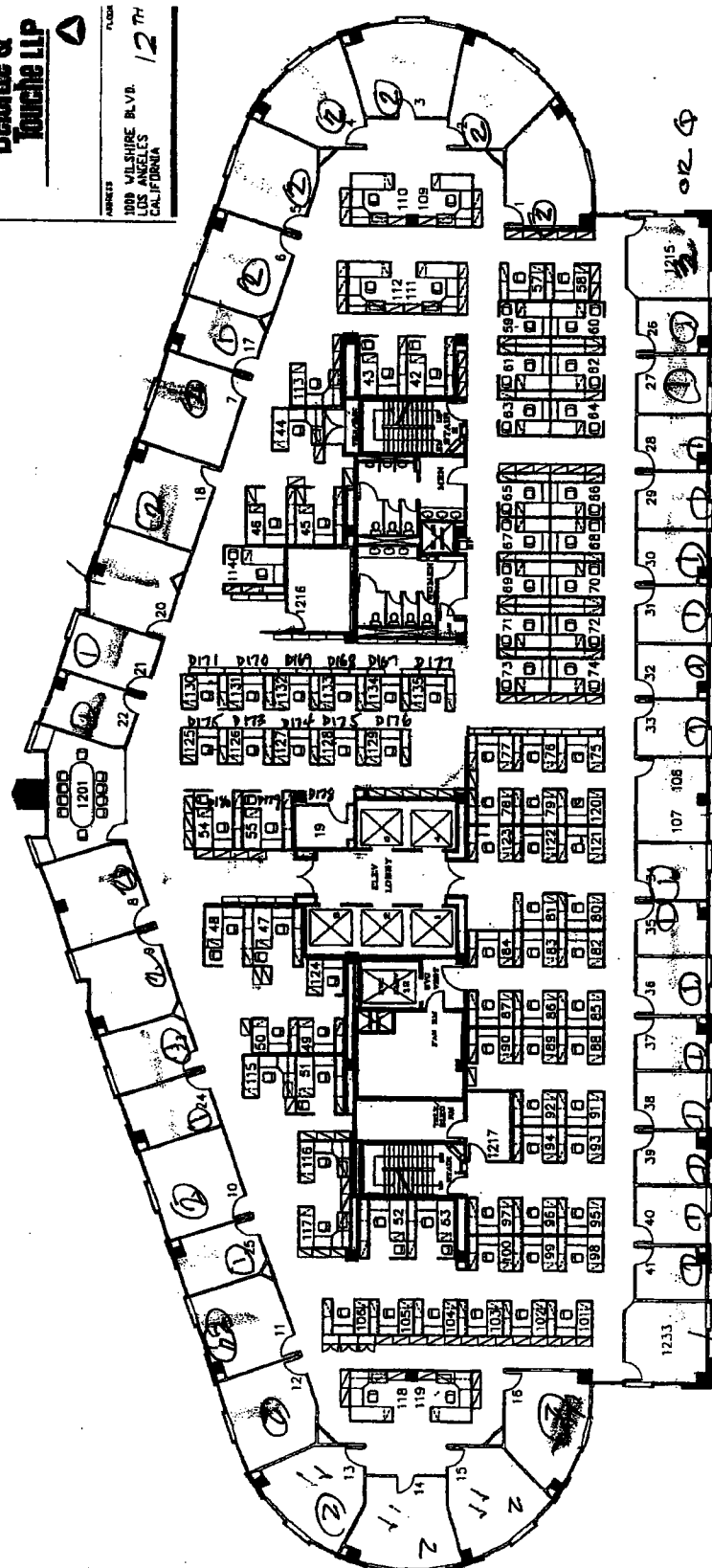
DATE TITLE

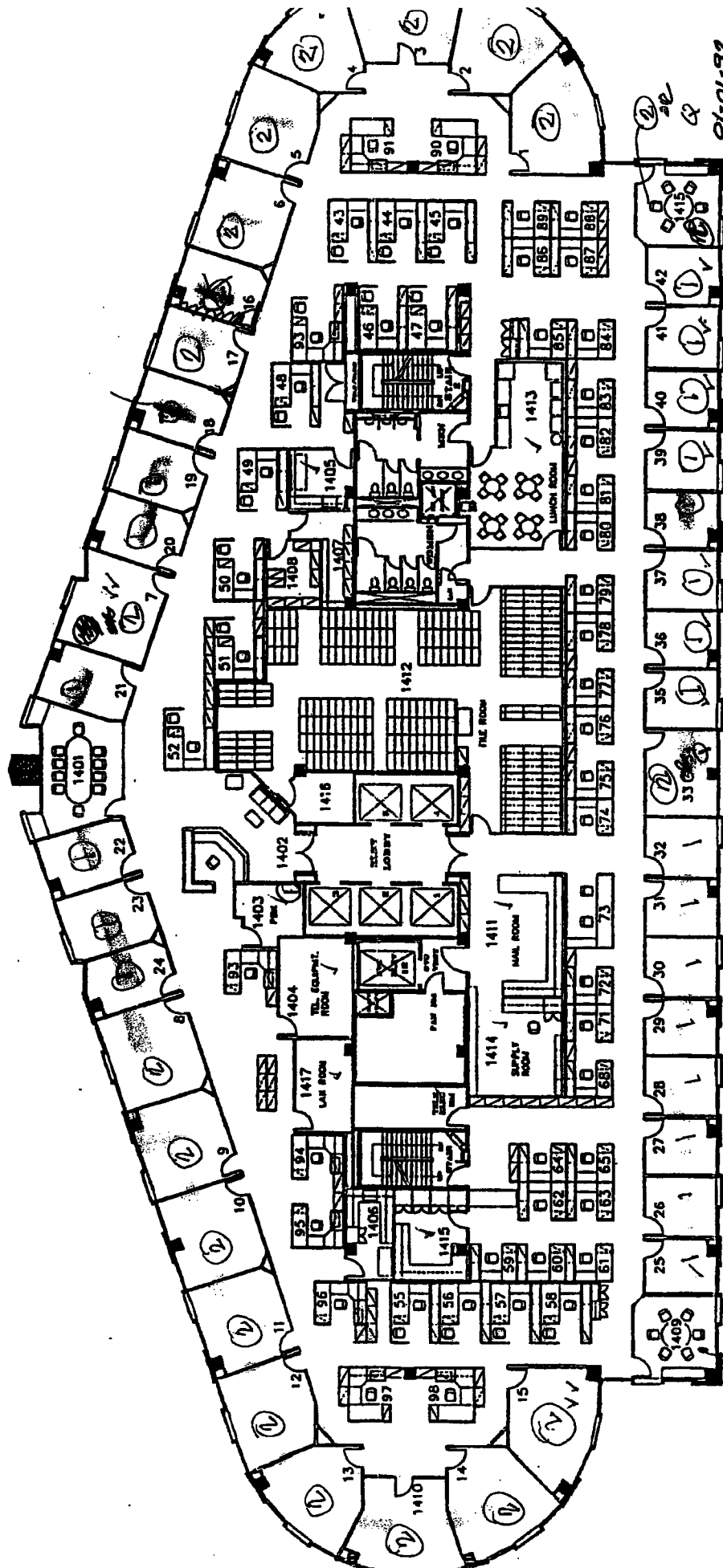
FURNITURE PLAN

SCALE
1/8" = 1'-0"

12-F

3



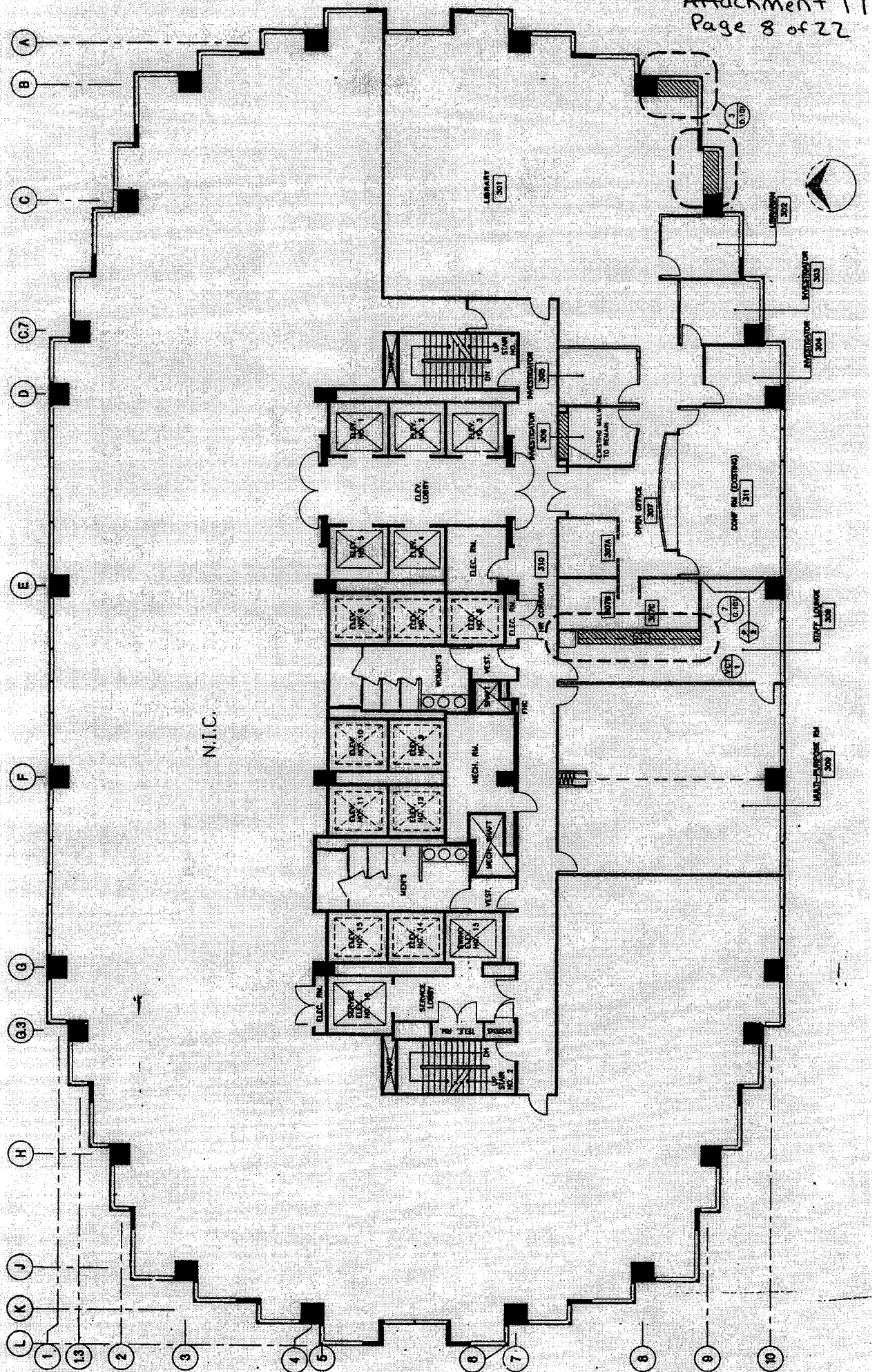


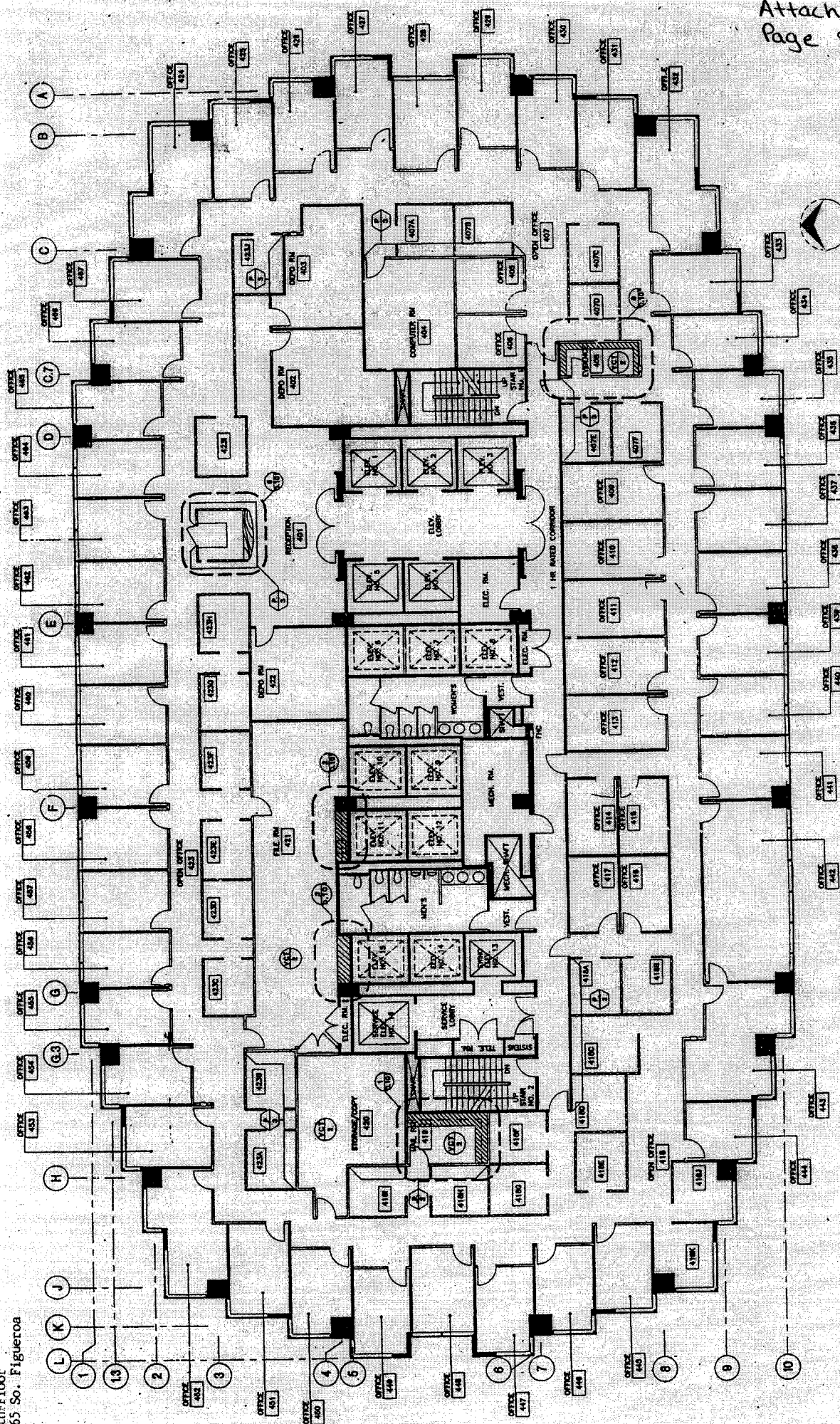
14TH FLOOR

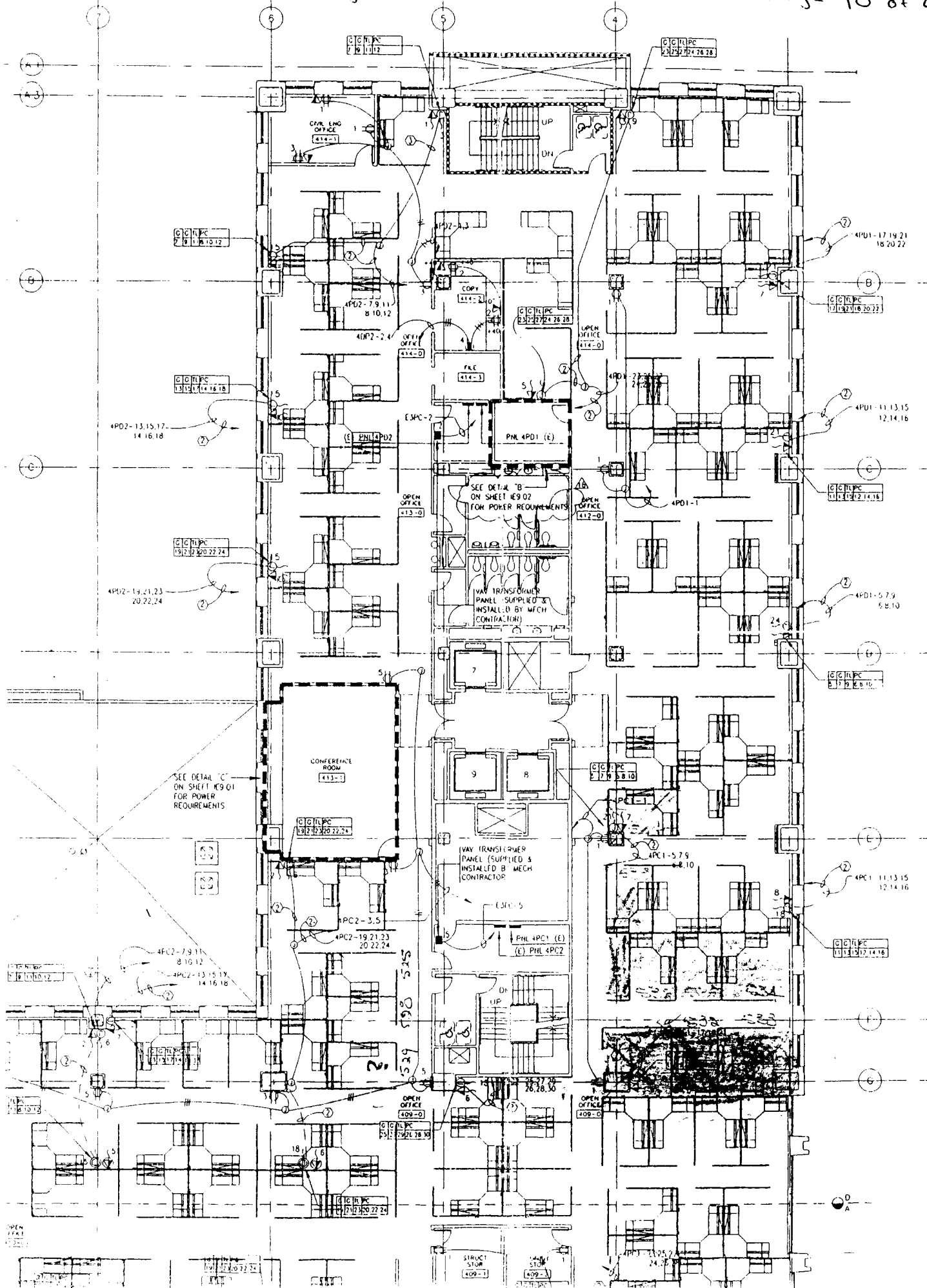
1000 WILSHIRE BLVD.

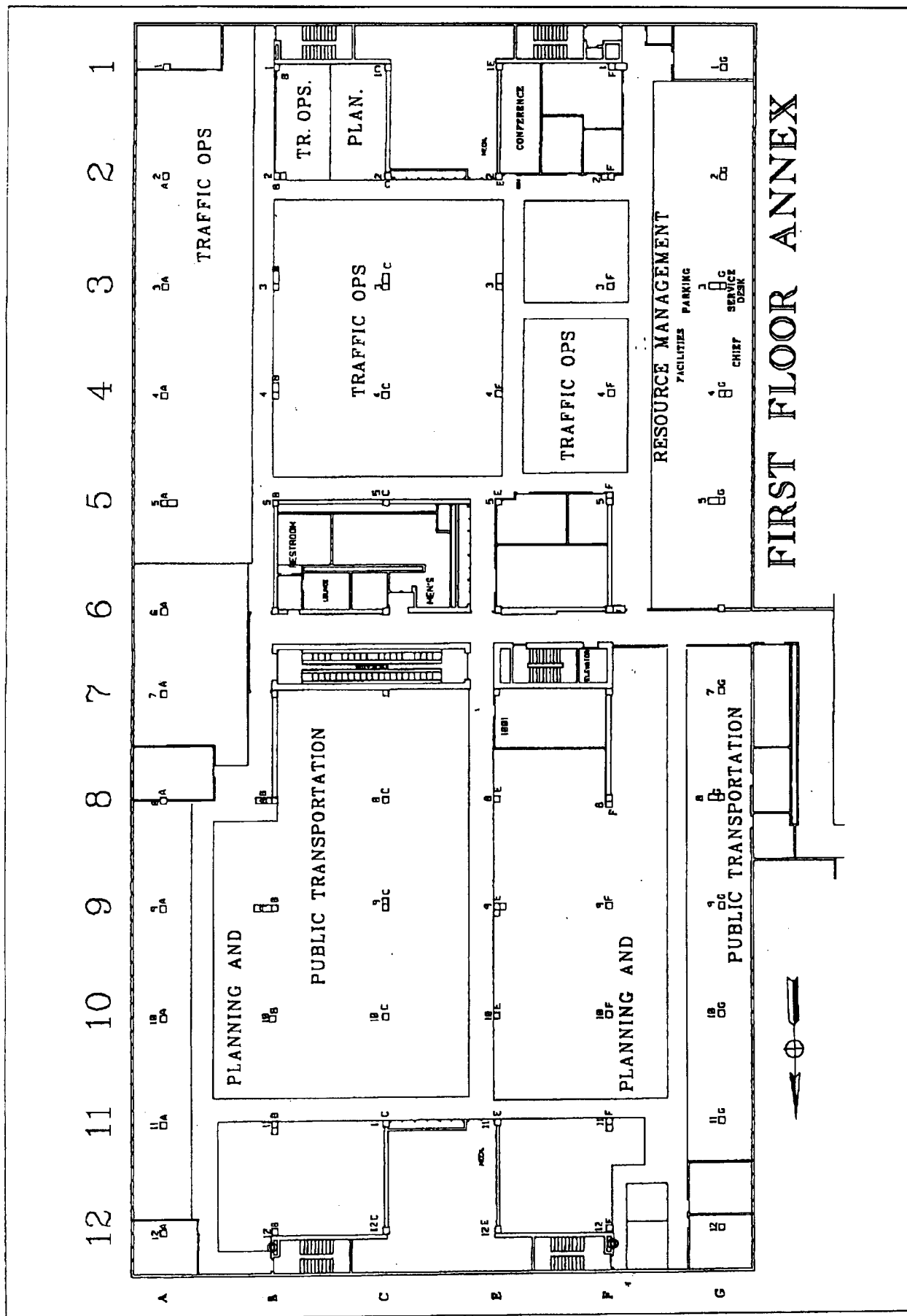
Deloitte & Touche

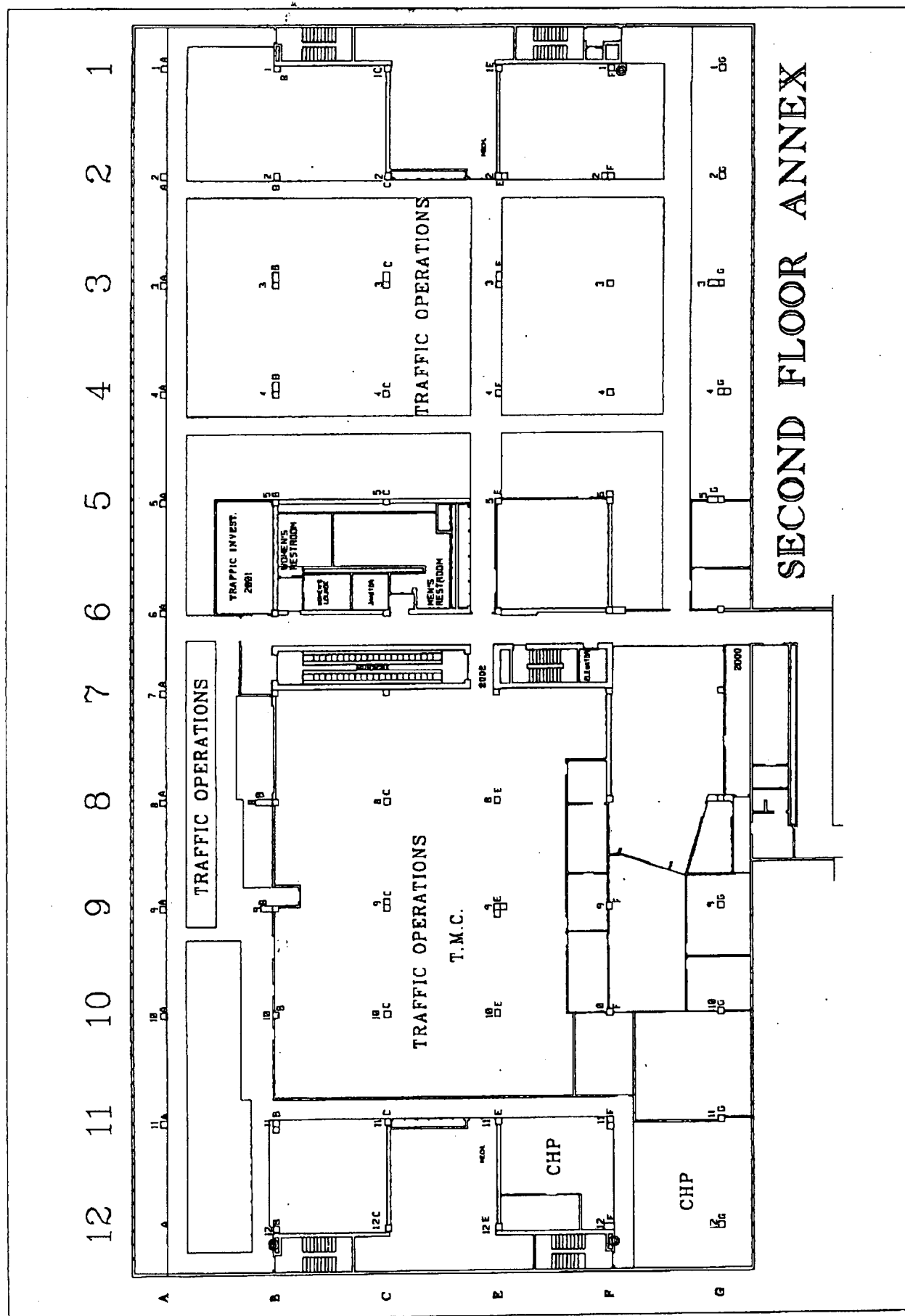


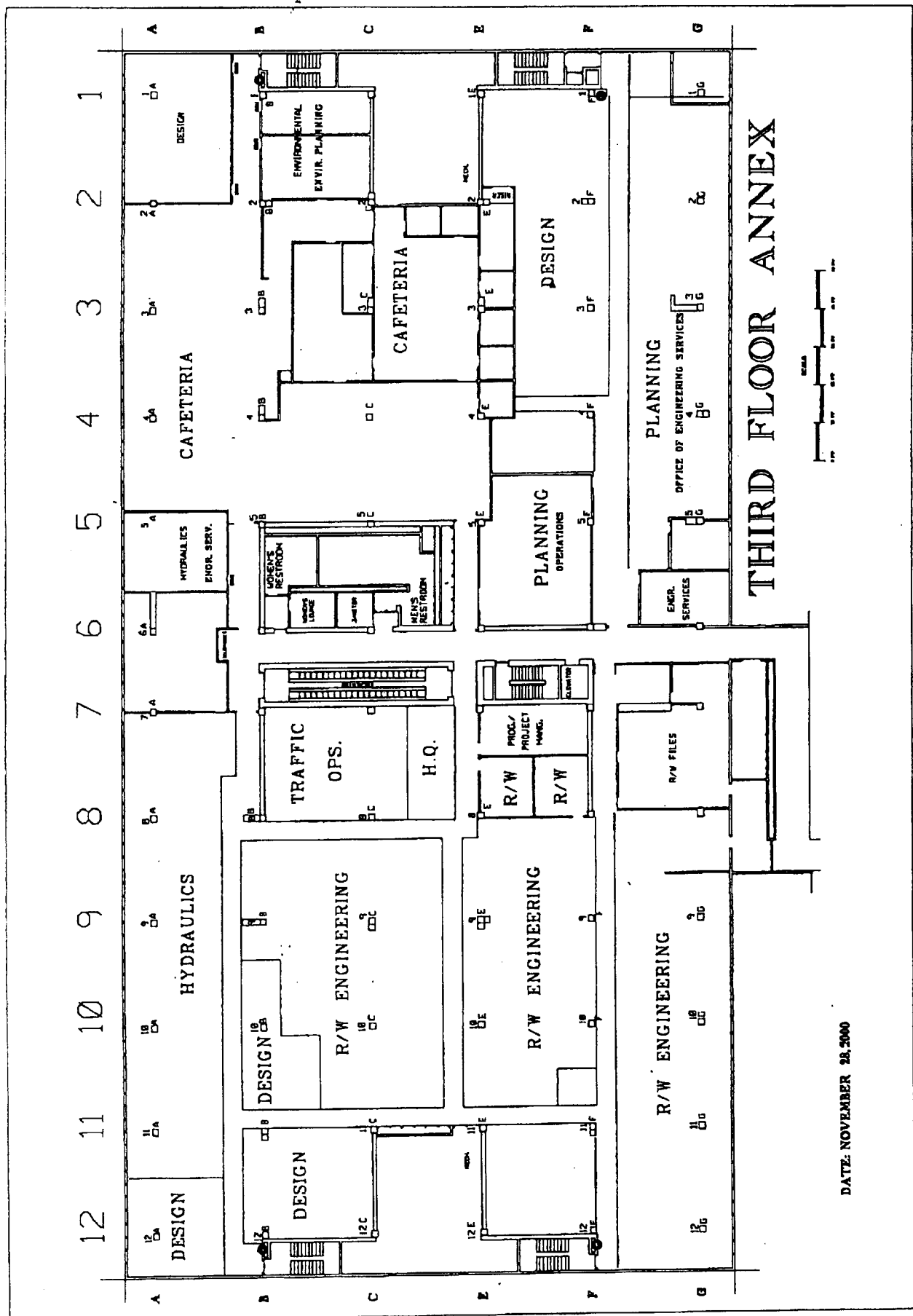




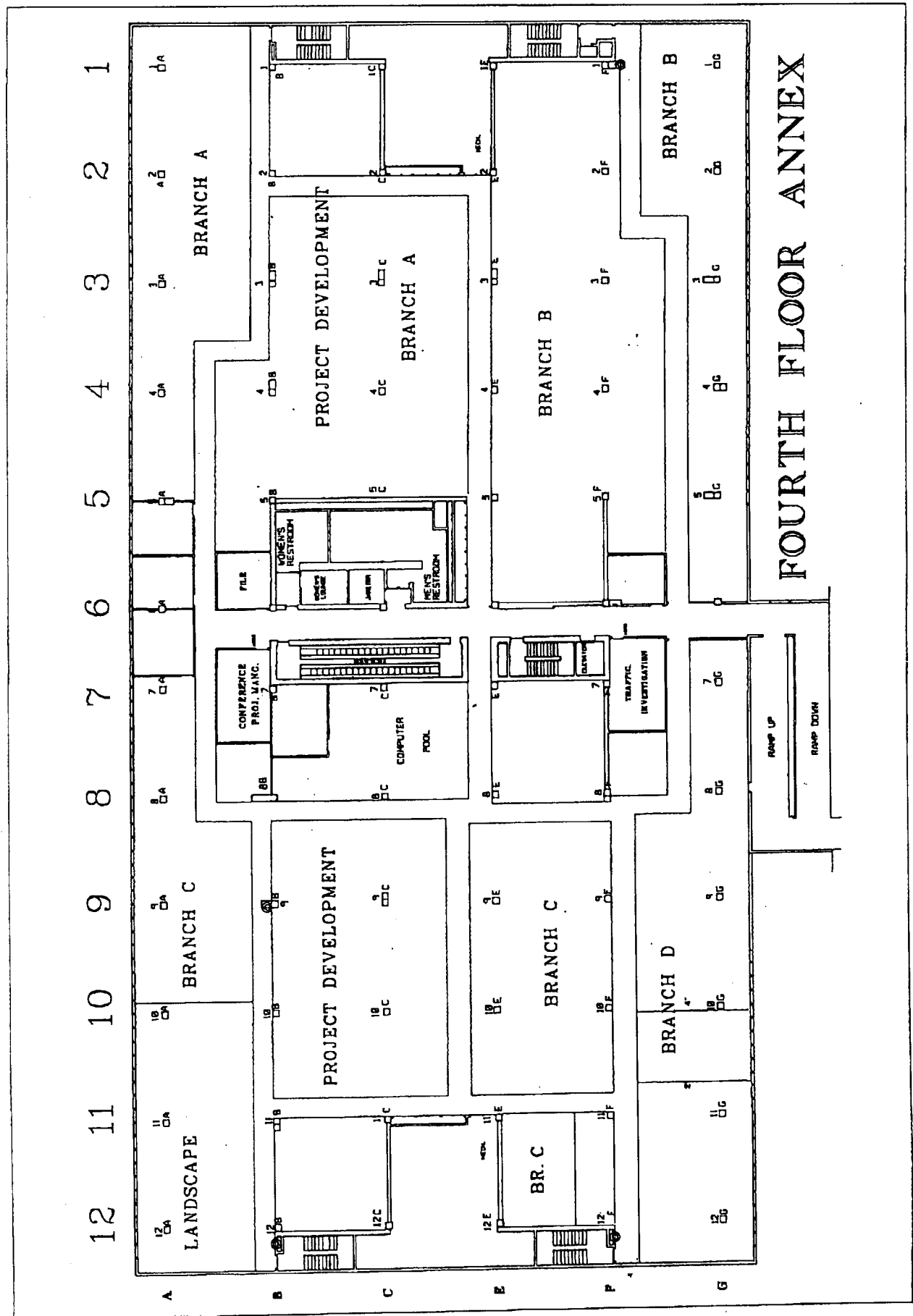


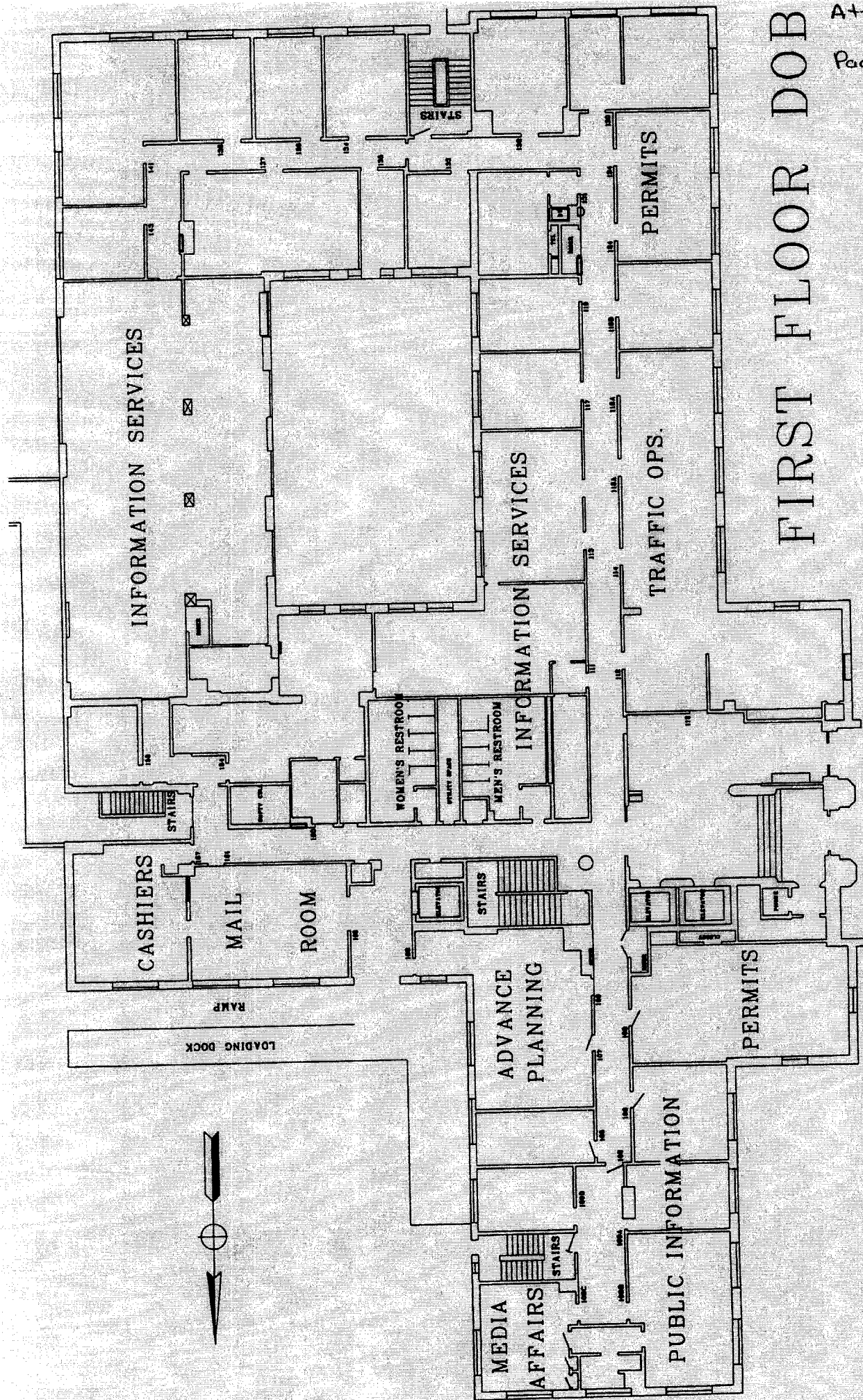




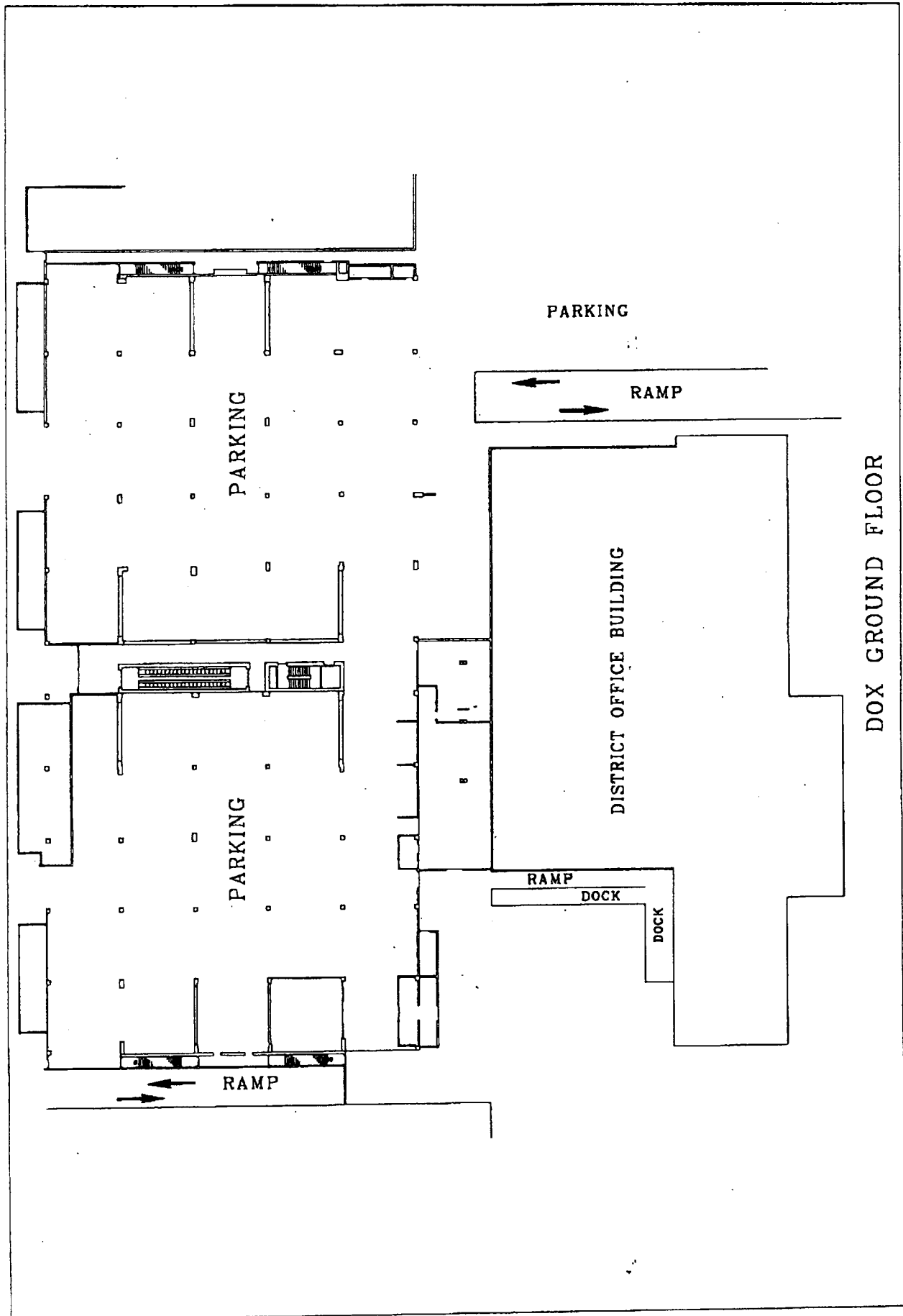


DATE: NOVEMBER 28, 2000

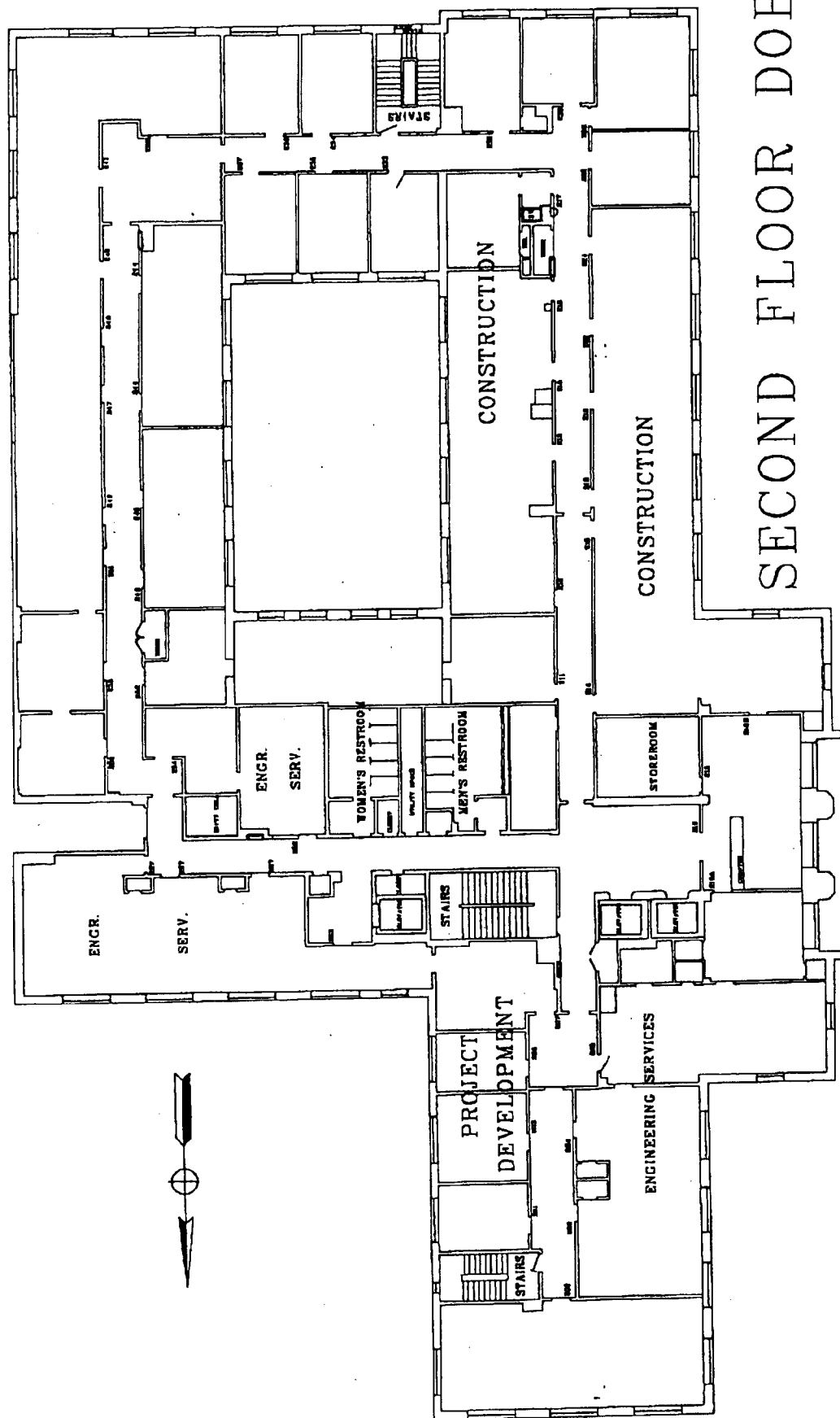




FIRST FLOOR DOB

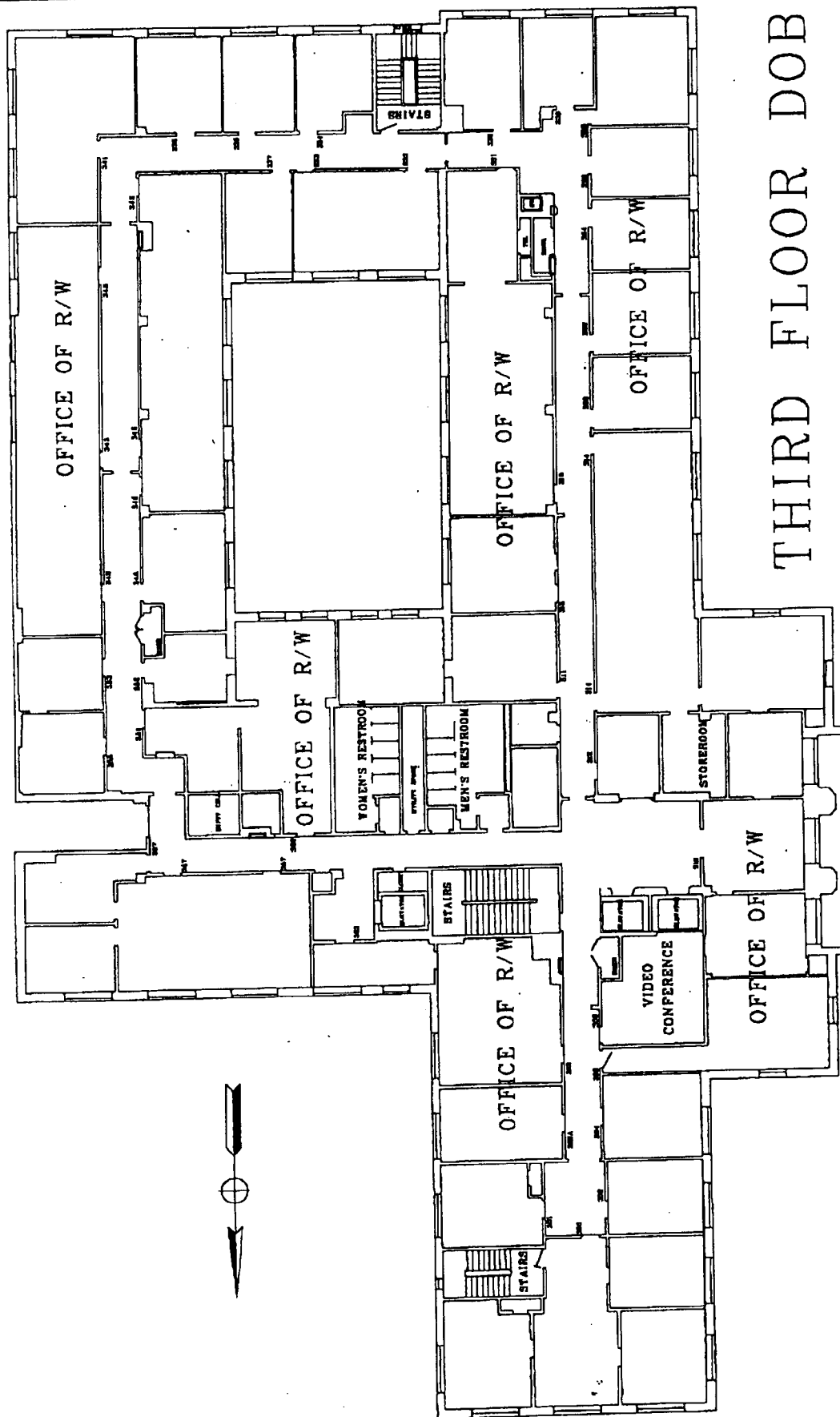


RAMP TO D.O. ANNEX

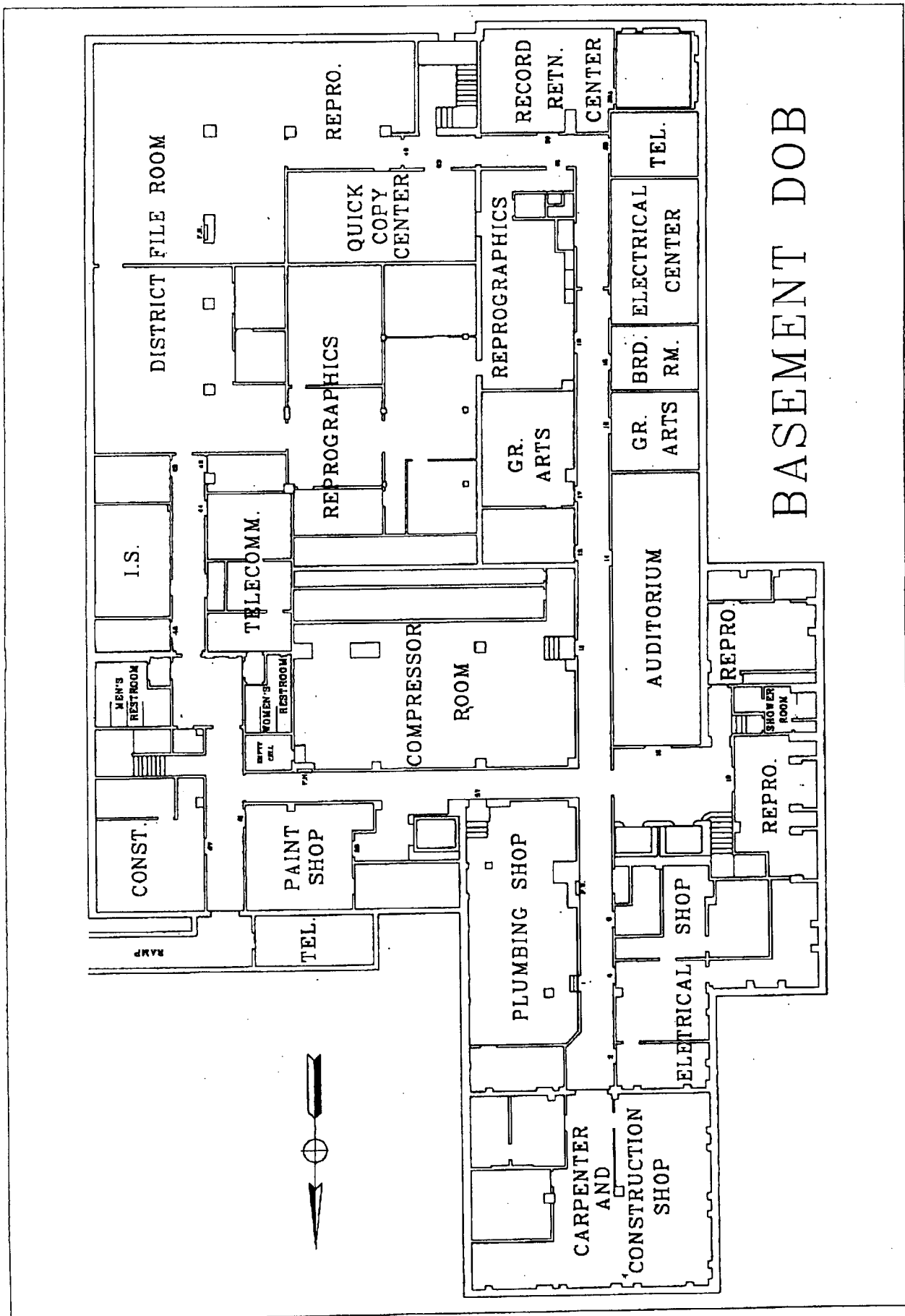


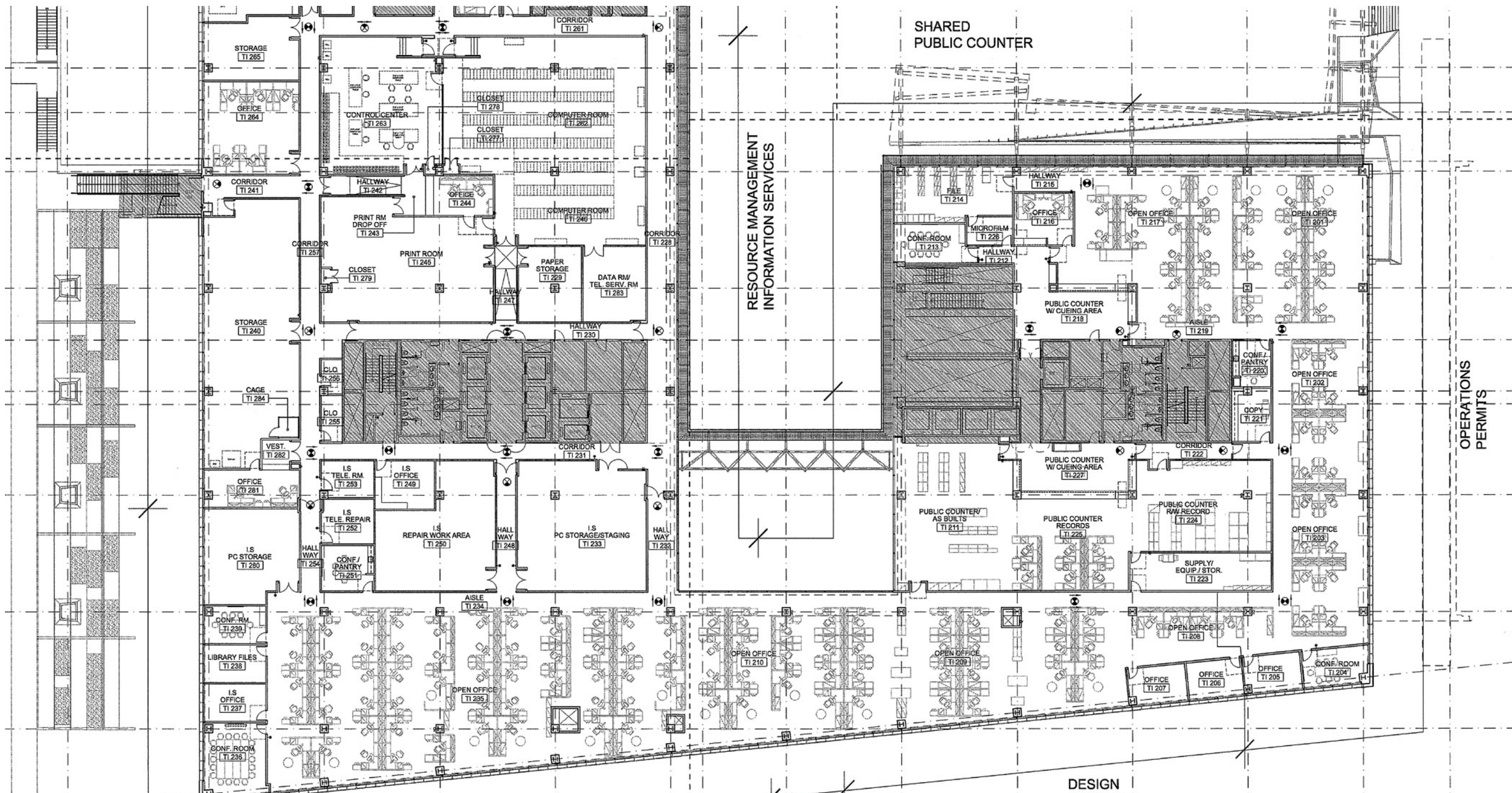
SECOND FLOOR DOB

RAMP TO D.O. ANNEX



THIRD FLOOR DOB



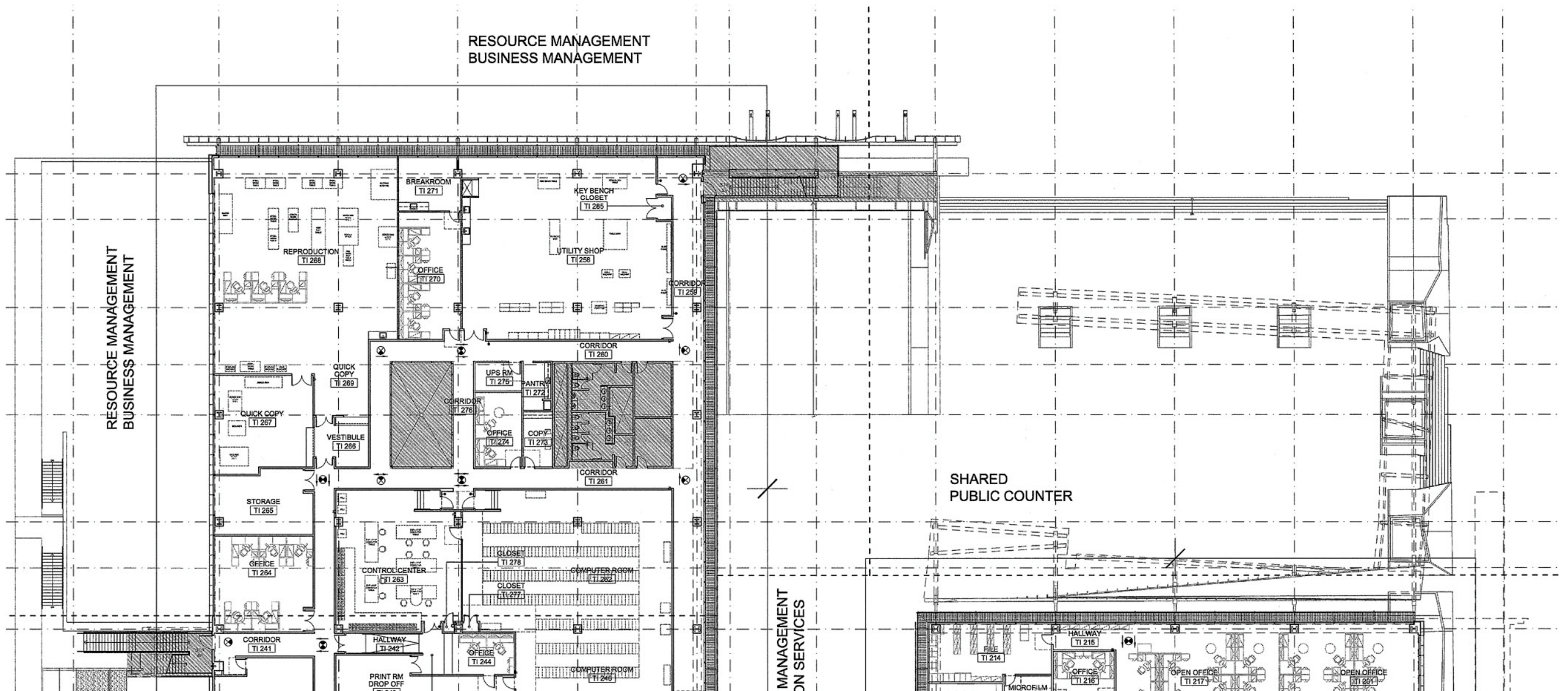


Caltrans District 7 Headquarters

100 South Main Street, Level 2, East

No Scale

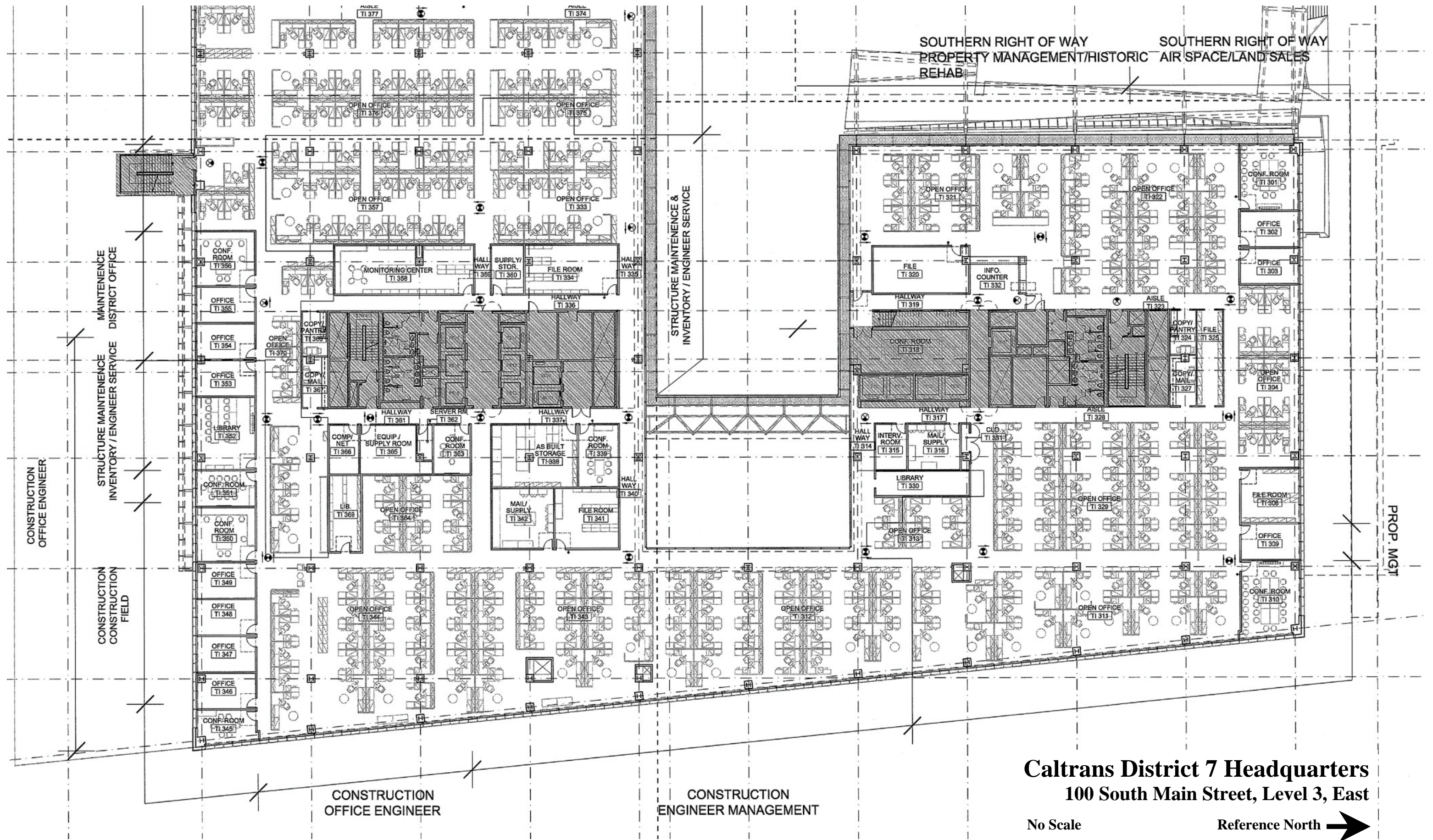
Reference North →

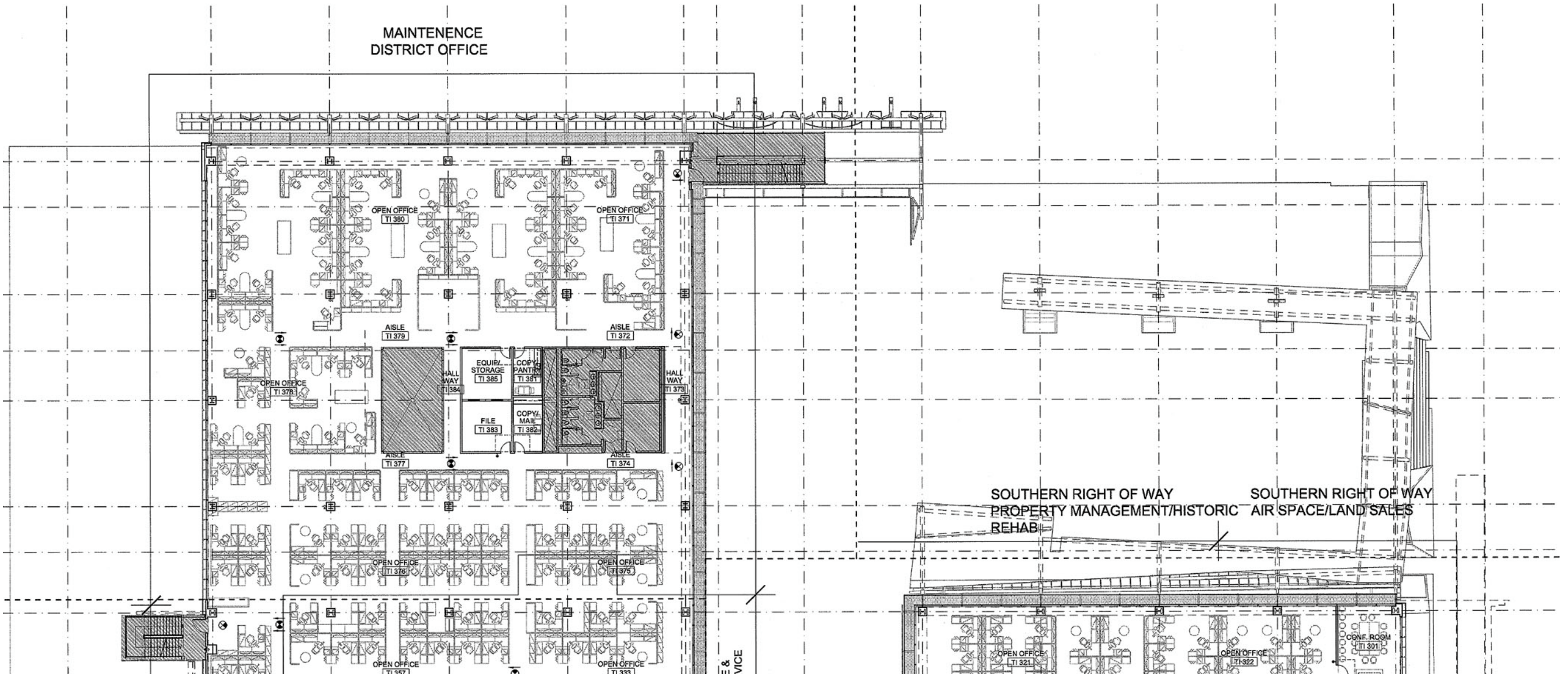


Caltrans District 7 Headquarters
100 South Main Street, Level 2, West

No Scale

Reference North →

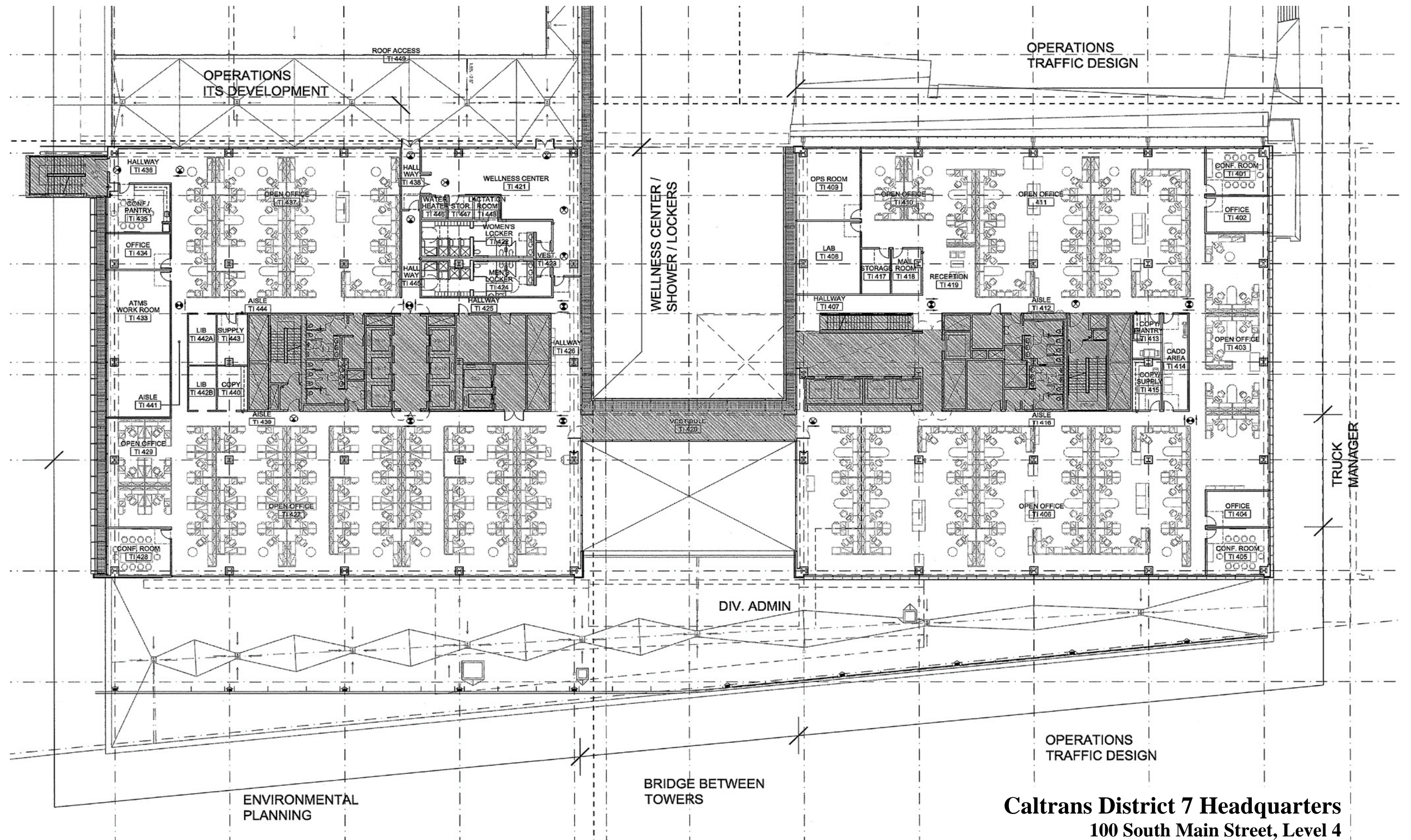




Caltrans District 7 Headquarters
100 South Main Street, Level 3, West

No Scale

Reference North →

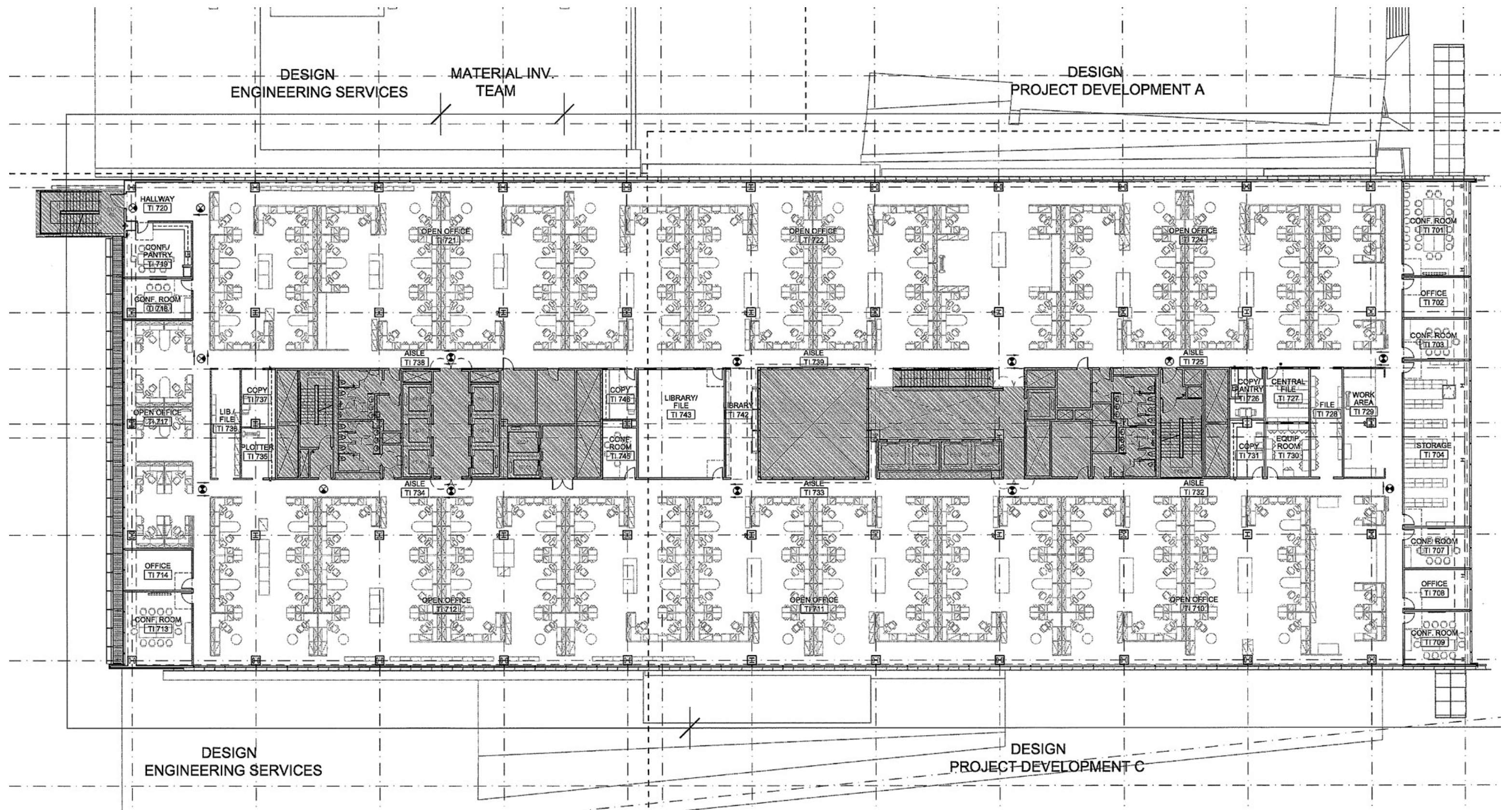


Caltrans District 7 Headquarters
100 South Main Street, Level 4

No Scale

Reference North



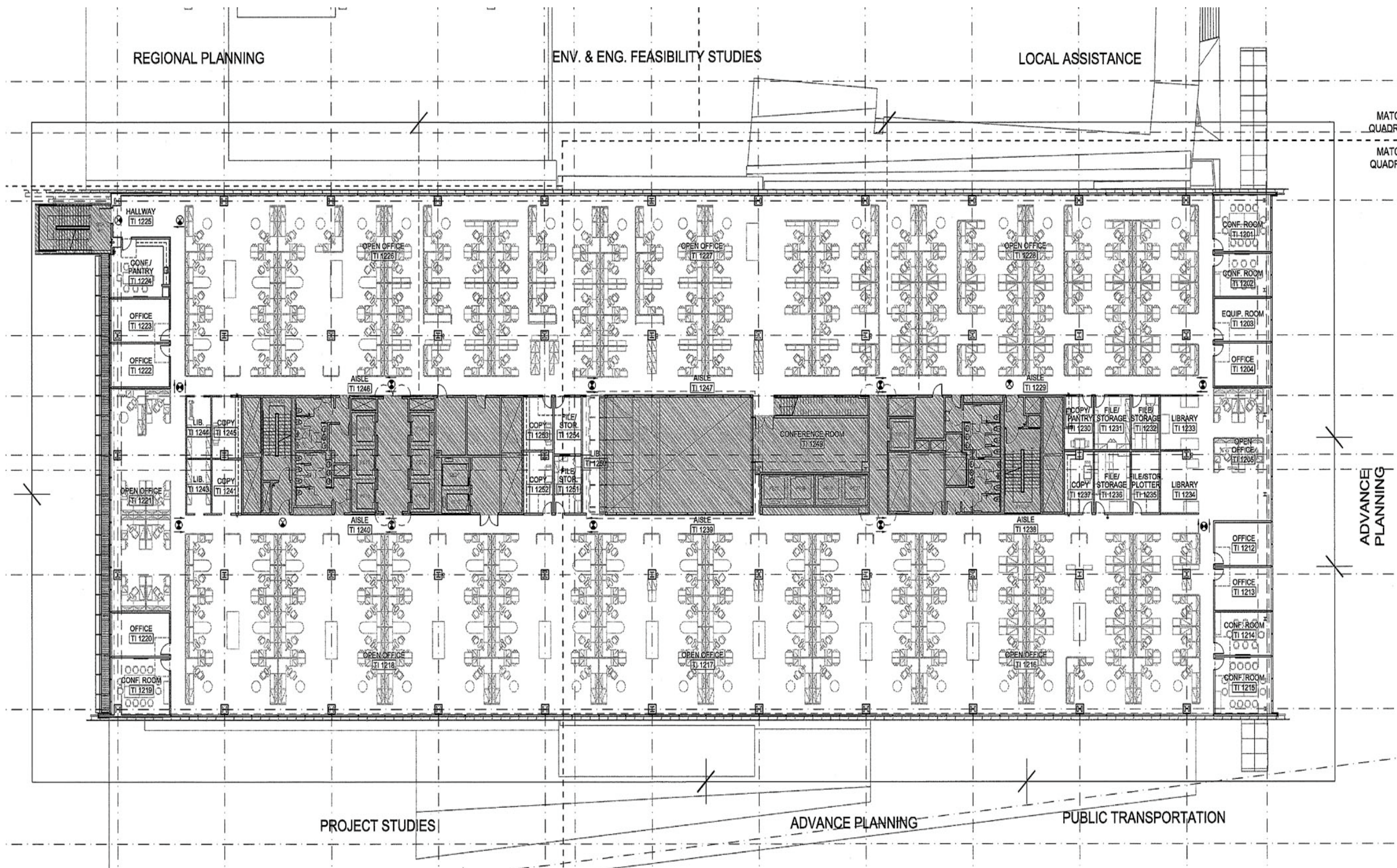


Caltrans District 7 Headquarters
100 South Main Street, Level 7

No Scale

Reference North





Caltrans District 7 Headquarters 100 South Main Street, Level 12

No Scale

Reference North



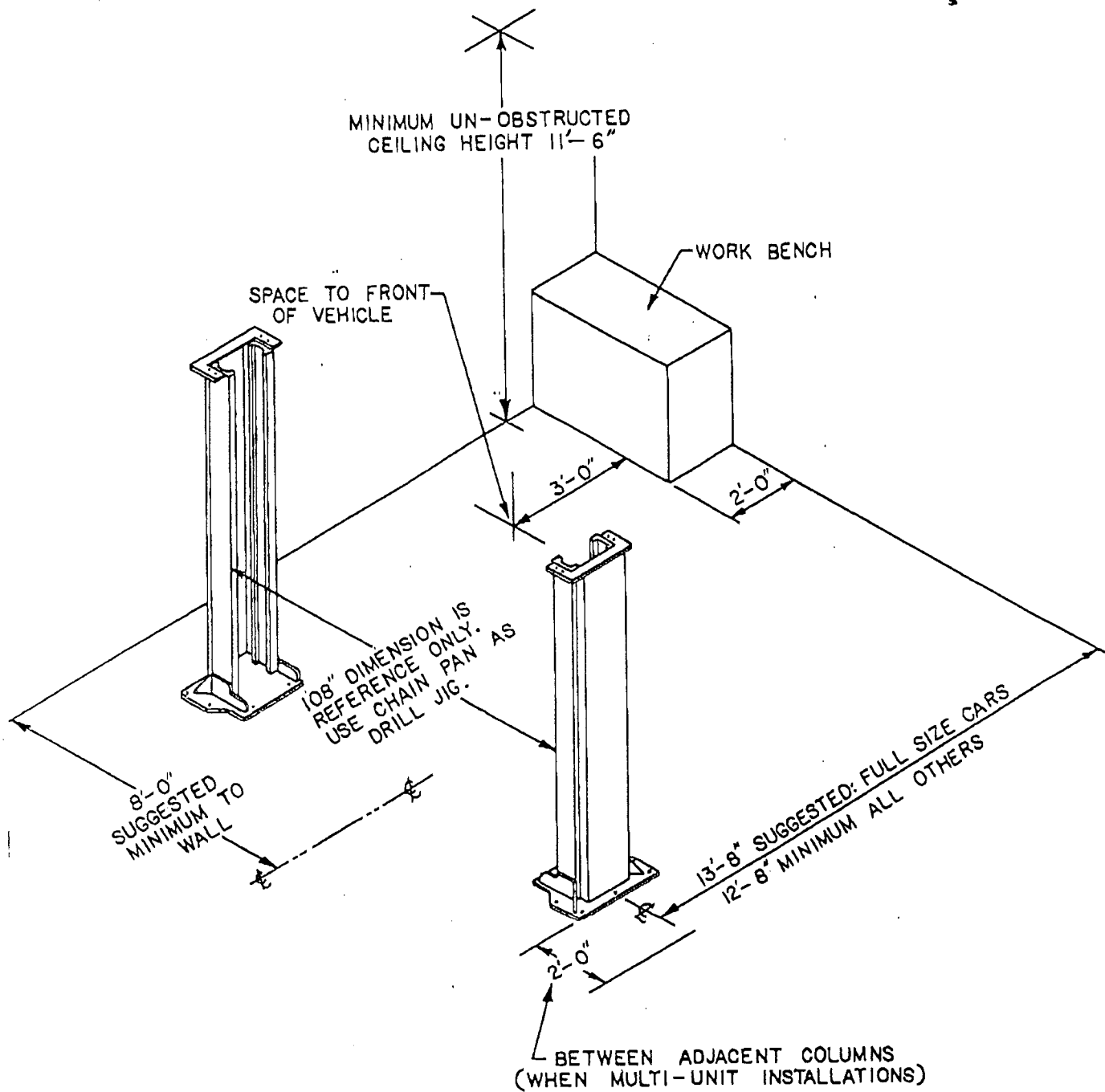


SPECIFICATIONS

	(TP-7)	(TP-9)
GROSS LIFTING CAPACITY (LBS.)	7,000	9,000
PER ARM CAPACITY (LBS.)	1,750	2,250
LIFTING SPEED (UP CYCLE) APPROX.	45 SEC.	45 SEC.
LIFTING HEIGHT	72 IN.	72 IN.
OVERALL WIDTH	132 IN.	144 IN.
WIDTH BETWEEN COLUMNS	108 IN.	120 IN.
WIDTH BETWEEN LIFTING ARMS	98 IN.	110 IN.
OVERALL HEIGHT	96 IN.	108 IN.
MAXIMUM ARM HEIGHT	75.5 IN.	75.5 IN.
MAXIMUM ARM HEIGHT WITH ADAPTERS	80.8 IN.	80.8 IN.
SHIPPING WEIGHT (LBS.)	2,200	2,400
<u>POWER UNIT:</u>		
MOTOR VOLTAGE	120/230	120/230
MOTOR HORSEPOWER	2.0	2.0
MOTOR PHASE	SINGLE	SINGLE
MOTOR CYCLE/HERTZ	60	60
MOTOR SPEED (RPM)	3,450	3,450
PUMP FLOW (GPM)	2.2	2.2
PUMP PRESSURE (PSIG)	2,000	2,000
RESERVOIR CAPACITY (GALLONS)	3 U.S.	3 U.S.
SUGGESTED CIRCUIT BREAKER	30 AMP	30 AMP
HYDRAULIC FLUID MEDIUM	DEXRON-II	DEXRON-II
<u>SITE SELECTION/BAY SIZE (MINIMUM):</u>		
WIDTH	15 FT.	16 FT.
DEPTH	23.3 FT.	23.3 FT.
HEIGHT. . . (MINIMUM UNOBSTRUCTED CEILING)	11.5 FT.	11.5 FT.
FLOOR/CONCRETE THICKNESS (MINIMUM)*	4.5 IN.	4.5 IN.

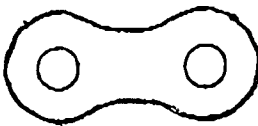
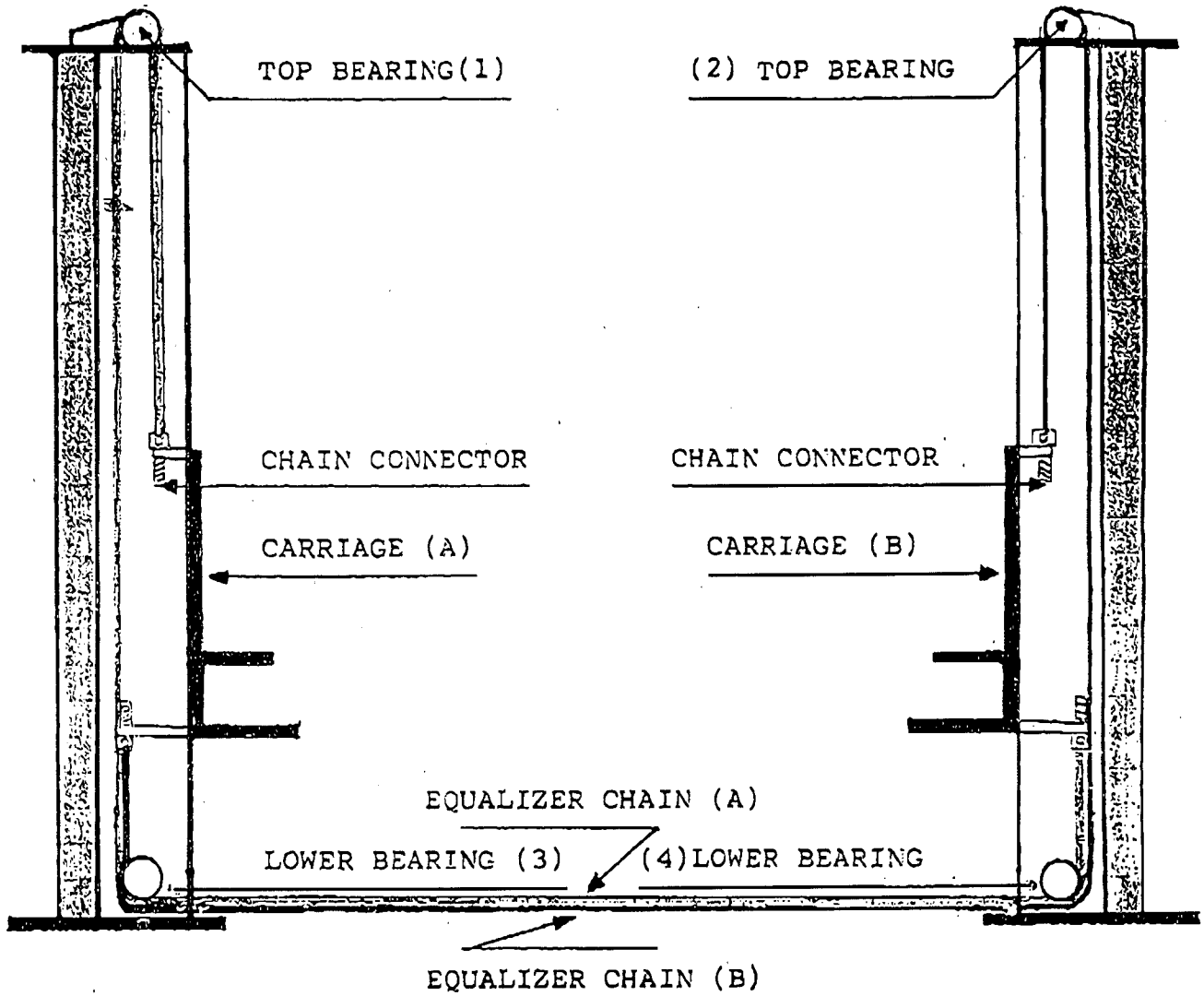
* SEE NOTES AND WARNINGS REGARDING THE STRENGTH
AND CURING TIME OF CONCRETE FLOORING.

NEW

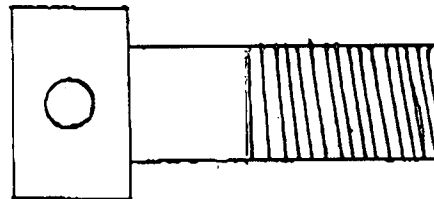


TP-7.

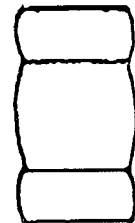
RECOMMENDED INSTALLATION DIMENSIONS



MASTER
LINK

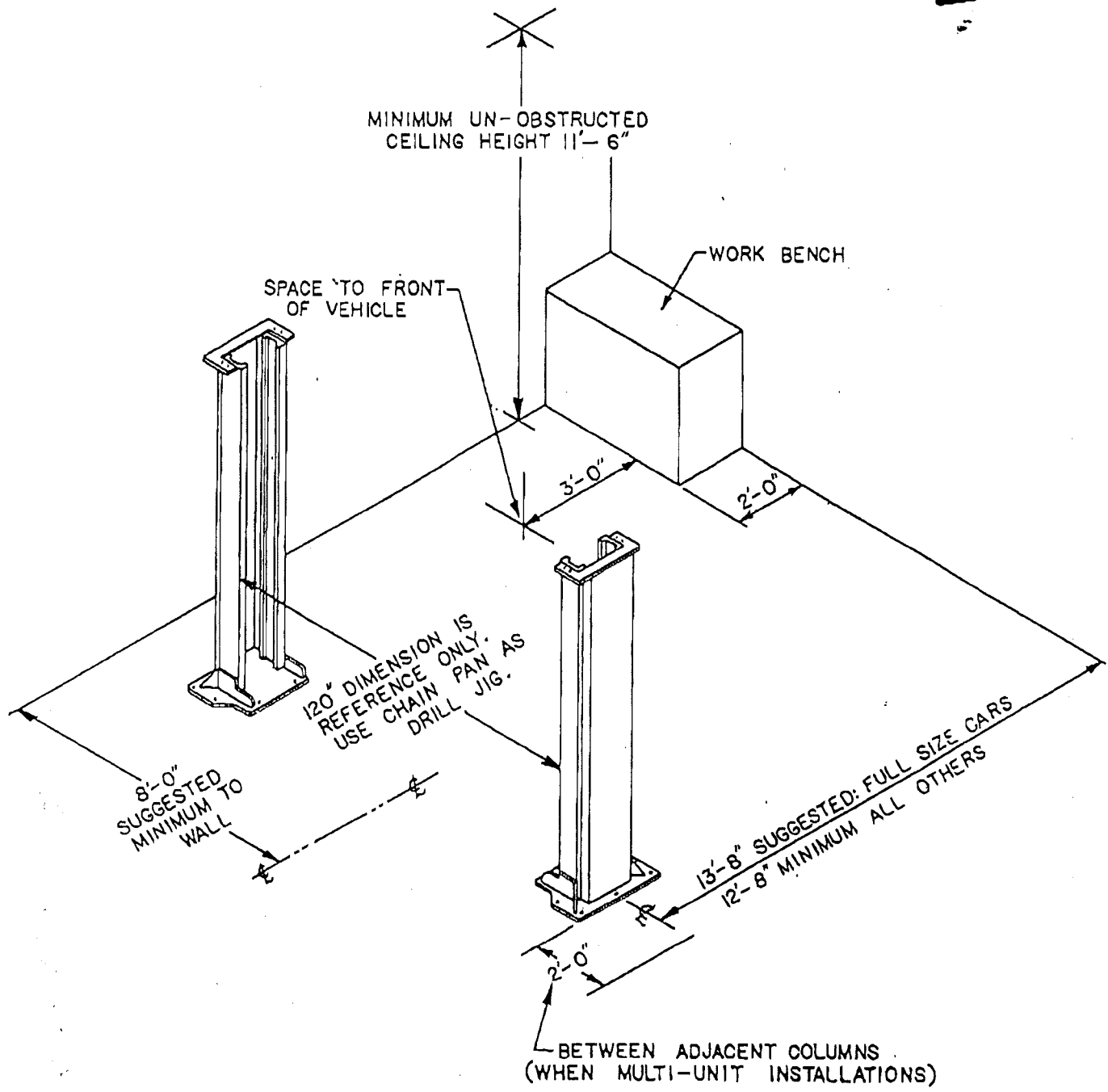


CHAIN CONNECTOR



3/4 NYLON
LOCK NUT

NEW



TP-9

(RECOMMENDED INSTALLATION DIMENSIONS)

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
14-Jun-04 Phase One	2	IT Equipment Move - Cabinets		3	120 South Spring Street
	2	IT Equipment Move - Counters		3	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		9	
10-Jul-04 Phase One	2	IT Equipment Move - Servers		19	120 South Spring Street
	2	IT Equipment Move - Cabinets		2	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		24	
17-Jul-04 Phase One	2	IT Equipment Move - Servers		28	120 South Spring Street
	2	IT Equipment Move - Computers		10	120 South Spring Street
	2	IT Equipment Move - Cabinets		2	120 South Spring Street
	2	IT Equipment Move - Boxes		1	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		44	
12-Aug-04 Phase One	2	Design - Survey North	3		120 South Spring Street
	2	Design - Survey South	21		120 South Spring Street
	1	External Affairs - EEO	4		120 South Spring Street
	1	External Affairs - Governmental Affairs	5		120 South Spring Street
	1	External Affairs - Media & Public Relations	7		120 South Spring Street
	2	Operations - Permits	25		120 South Spring Street
	P2	Administration - Auto Pool	2		120 South Spring Street
	2	Administration - Cashier/Rideshare	2		120 South Spring Street
	2	Administration - Facilities Operations	13		120 South Spring Street
	1	Administration - Human Resources	4		120 South Spring Street
	2	Administration - Information Services	32		120 South Spring Street
	P1	Administration - Mailroom	2		120 South Spring Street
	P1	Administration - Property Control	1		120 South Spring Street
	2	Administration - Reproduction	2		120 South Spring Street
	2	Design - File/Storage Cabinets (TI-211,TI-223,TI-224,TI-225)			120 South Spring Street
		Subtotal	123		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
26-Aug-04	6	Design - R/W Engineering	90		120 South Spring Street
	6	Design - File/Storage Cabinets (TI-604, TI-615)			120 South Spring Street
	2	Design - Boxed Files/Maps for TI-211, TI-223, TI-224, TI-225			120 South Spring Street
28-Aug-04	2	IT Equipment Move - Servers		16	120 South Spring Street
28-Aug-04	2	IT Equipment Move - Cabinets		3	120 South Spring Street
Phase One		Subtotal	90	19	
9-Sep-04	6	Design - Project Development B	67		120 South Spring Street
	6	Design - Project Development D	66		120 South Spring Street
	6	Design - Boxed Files for TI-604, TI-615			120 South Spring Street
11-Sep-04	2	IT Equipment Move - Servers		12	120 South Spring Street
11-Sep-04	2	IT Equipment Move - Cabinets		2	120 South Spring Street
Phase One		Subtotal	133	14	
16-Sep-04	7	Design - Project Development A	70		120 South Spring Street
	7	Design - Project Development C	69		120 South Spring Street
	7	Design - File/Storage Cabinets (TI-704, TI-743)			120 South Spring Street
18-Sep-04		IT Equipment Move - Servers		14	120 South Spring Street
18-Sep-04		IT Equipment Move - Consoles		1	120 South Spring Street
Phase Two		Subtotal	139	15	
23-Sep-04	7	Design - Engineering Services	95		120 South Spring Street
	7	Design - Boxed Files for TI-704, TI-743			120 South Spring Street
25-Sep-04	2	IT Equipment Move - Servers		6	120 South Spring Street
25-Sep-04	2	IT Equipment Move - Cabinets		3	120 South Spring Street
25-Sep-04	2	IT Equipment Move - Computers		10	120 South Spring Street
Phase Two		Subtotal	95	19	120 South Spring Street
2-Oct-04	2	IT Equipment Move - Cabinets - Unix Boxes		12	120 South Spring Street
Phase Two	2	IT Equipment Move - Servers		2	120 South Spring Street
	2	IT Equipment Move - Tables		1	120 South Spring Street
	2	IT Equipment Move - Racks		4	120 South Spring Street
	2	IT Equipment Move - Boxes		4	120 South Spring Street
		Subtotal		23	

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
7-Oct-04 Phase Two	3	Construction - Construction Field	25		801 South Grand - Floor 14
	3	Construction - Engineer Management	26		801 South Grand - Floor 14
	3	Construction - Office Engineer	14		801 South Grand - Floor 14
	3	Southern Right of Way - File Cabinets (P1 Level, TI-320)			801 South Grand - Floor 17
	2	IT Equipment Move - Print Room - Printer		3	120 South Spring Street
	2	IT Equipment Move - Print Room - Paper (Pallets)		6	120 South Spring Street
	2	IT Equipment Move - Print Room - Sorter		1	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
	2	IT Equipment Move - Print Room - Desks		2	120 South Spring Street
	2	IT Equipment Move - Print Room - Consoles		2	120 South Spring Street
	2	IT Equipment Move - Print Room - Work Tables		2	120 South Spring Street
		Subtotal	65	19	
14-Oct-04 Phase Two	3	Maintenance - District Office	105		801 South Grand - Floor 14
	2	Administration - Information Services	1		801 South Grand - Floor 14
		Subtotal	106		
21-Oct-04 Phase Three	3	Structure Maintenance	28		12501 Imperial Avenue, Norwalk 865 South Fig
	13	Legal	91		
		Subtotal	119		
25-Oct-04 Phase Three		Auto Shop	3		120 South Spring
28-Oct-04 Phase Three	3	Southern Right of Way - Landsales	5		801 South Grand - Floor 17
	3	Southern Right of Way - Project Delivery	45		801 South Grand - Floor 17
	3	Southern Right of Way - Property Management	17		801 South Grand - Floor 17
	3	Southern Right of Way - Property Services	18		801 South Grand - Floor 17
	3	Southern Right of Way - Boxed Files			801 South Grand - Floor 17
		Subtotal	85		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
4-Nov-04 Phase Three	8	Program & Project Management - Area Central	19		1000 Wilshire - Floor 14
	8	Program & Project Management - Area North	23		1000 Wilshire - Floor 14
	8	Program & Project Management - Area South	20		1000 Wilshire - Floor 14
	8	Program & Project Management - Consulting Services	13		1000 Wilshire - Floor 14
	8	Program & Project Management - COS Data Mgmt	29		1000 Wilshire - Floor 14
	8	Program & Project Management - I-5	6		1000 Wilshire - Floor 14
	8	Program & Project Management - Programming	10		1000 Wilshire - Floor 14
	2	Administration - Information Services	1		1000 Wilshire - Floor 14
		Subtotal	121		
12-Nov-04 Phase Three	4	Environmental Planning	45		120 South Spring Street
	4	Operations - Traffic Design	67		120 South Spring Street
	4	Operations - Truck Services Manager	2		120 South Spring Street
		Subtotal	114		
18-Nov-04 Phase Four	8	External Affairs - Graphic Services	9		120 South Spring Street
	4	Operations - ITS Development	25		120 South Spring Street
	5	Operations - District Traffic Manager	35		120 South Spring Street
	5	Operations - Freeway Operations	39		120 South Spring Street
	5	Operations - TMC Support	4		120 South Spring Street
	8	Administration - Business Management	5		120 South Spring Street
	8	Administration - Health & Safety	5		120 South Spring Street
		Subtotal	122		
2-Dec-04 Phase Four	5	Operations - Traffic Investigations	112		1000 Wilshire - Floor 12
		Subtotal	112		
9-Dec-04 Phase Four	12	Planning & Public Transp - Advance Planning	27		801 South Grand - Floor 15
	12	Planning & Public Transp - Env Eng & Feasibility	45		801 South Grand - Floor 16
	12	Planning & Public Transp - Project Studies	52		801 South Grand - Floor 16
	2	Administration - Information Services	1		801 South Grand - Floor 15
		Subtotal	125		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
16-Dec-04 Phase Four	13	Executive Office	16		120 South Spring Street
	5	Operations - Headquarters Unit 52 (HQ T Ops)	5		700 North Alameda
	12	Planning & Public Transp - Local Assistance	36		700 North Alameda
	12	Planning & Public Transp - Reg Plning	41		801 South Grand - Floor 15
	13	Administration - Budget	10		120 South Spring Street
	13	Legal - Claims	4		120 South Spring Street
	8	SITTI (Communications - Systems Eng)	3		120 South Spring Street
		Subtotal	115		
TOTAL			1,667	186	

Note: If not specified on move schedule, cabinets and files for large filerooms/storage rooms/libraries will be relocated with staff.

Dock and Elevator Usage

BUILDING ACCESS	LOADING DOCK	FREIGHT ELEVATOR	NOTES
801 South Grand	Yes, use driveway on 8th Street.	Yes	Moving Hours: Thursday and Friday after 5 p.m. All day Saturday. Building Manager needs to be notified prior to move.
12501 E. Imperial Highway, Norwalk	Yes, located directly behind the building.	Yes, access card needed	Moving Hours: Thursday and Friday after 5 p.m., anytime on Saturday/Sunday. One day prior to the actual move, contact Property Management Office to obtain an elevator loading key. All moving companies must provide a Certificate of Insurance evidencing coverage of Commercial general Liability and Worker's Compensation Insurance.
1000 Wilshire	Yes, rear of building on Francisco Street.	Yes	Moving Hours: Thursday and Friday after 5 p.m. Saturday/ Sunday 8-5 Business Management Office needs to be contacted prior to move
700 North Alameda	Yes, rear of building.	Yes	Moving Hours: Thursday and Friday after 5 p.m. Saturday/Sunday 8-5.
120 South Spring Street	Yes, use Spring Street entrance.	Yes	Available anytime with prior arrangement with Contract Manager
865 S. Figueroa Street	Yes, rear of building.	Yes	Moving Hours: Thursday and Friday after 6 p.m. All day Saturday.

**District 7 Headquarters Replacement Building
Rooms Requiring Specialized Bracing/Anchoring**

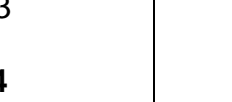
Room Number	Room Description	Room Square Footage
P1 Level	Southern R/W File Room	600
P1 Level	Southern R/W File Room	715
Floor 1	Caged Warehouse	5,616
TI-211	Design - As-Builts	478
TI-214	Operations - Permits	394
TI-224	Design - R/W Maps	1,305
TI-308	Southern R/W File Room	332
TI-320	Southern R/W File Room	516
TI-536	Operations - Traffic Investigations File Room	1,142
TI-604	Design	473
TI-615	Design - R/W Engineering	364
TI-704	Design	931
TI-743	Design	812
TI-13123	Legal - Library**	1,712
TI-13125	Legal - Main File	701

**Library shelves will not be moved under this contract. Contractor shall unload the library books in order and store them in such a manner that Caltrans staff can have access to the books. Contractor shall move the library books when the staff is moved. Contractor shall load the books into shelves at the new location in order under the direction of a Caltrans employee. The time between taking the book out of their shelves at 865 N. Figueroa and loading into shelves at 100 S. Main Street shall not exceed 14 calendar days.

The following is the Table of Contents for the Internet Bid Package documents.

07A1753a.doc	Invitation for Bid, 23 pages
07A1753b.doc	Sample Standard Agreement 18 pages
07A1753c.xls	Move Schedule, 5 Pages
07A1753d. xls	Dock and Elevator Usage, 1 page
07A1753e. xls	Equipment and Furniture Inventory, 2 pages
07A1753f. xls	Rooms Requiring Specialized Bracing/Anchoring, 1 page

If this Bid Package is downloaded via the Internet, you will need to submit your signed bid documents in a sealed envelope with the following information on the envelope as provided in the sample below:

YOUR RETURN ADDRESS	Agreement No. 07A1753 Bid Due Date: 5/11/2004 Bid Due Time: 2:15 P.M. Bid Opening Time: 2:30 P.M. Attn: Crystal Stahl	
------------------------	--	--

DEPARTMENT OF TRANSPORTATION**ADMINISTRATION**

DIVISION OF PROCUREMENT AND CONTRACTS MS-67

1727 30TH STREET

SACRAMENTO, CA 95816-7006

PHONE (916) 227-6000

FAX (916) 227-6155

TTY (800) 735-0193 or (916) 227-2857

INTERNET <http://caltrans-opac.ca.gov>*Flex your power!
Be energy efficient!*

April 9, 2004

INVITATION FOR BID (IFB)
IFB # 07A1753
Notice to Prospective Contractors

You are invited to review and respond to this Invitation for Bid (IFB), entitled 07A1753, Moving Services. In submitting your bid, you must comply with the instructions found herein.

Note that all contracts entered into with the State of California, Department of Transportation (State) will include, by reference, General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language>. If you do not have Internet access, a hard copy can be provided by contacting the Bid Unit: Bid Unit's phone (916) 227-6075 and fax number (916) 227-1950.

In the opinion of the State, this IFB is complete and without need of explanation. However, if you have questions*, or should you need any clarifying information, the designated contact person for this IFB is:

Crystal Stahl
Department of Transportation
(916) 227-6014
(916) 227-6155

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Crystal Stahl
Contract Analyst

*Technical questions regarding this solicitation will be addressed at a pre-bid conference to be held on April 27-28, 2004 in the Los Angeles area. See Section C for more details.

Table of Contents

SECTION	PAGE
A) Purpose and Description of Service	1
B) Bidder Minimum Qualifications	1
C) Bid Requirements and Information	1
1. Time Schedule	1
2. Mandatory Pre-bid Conference/Site Inspection	1
3. Questions and Answers	2
4. Reasonable Accommodations	2
5. Inclusive Costs	3
6. Small Business Preference	3
7. State Prevailing Wages	3
8. Insurance	3
9. Bid Submittal	3
10. Evaluation and Selection	6
11. Award and Protest	6
12. Standard Conditions of Service	7
D) Preference Programs	9
1. Small Business Preference	9
Attachments	
1. Bid Proposal (ADM-1412)	
2. Move Schedule	
3. Dock and Elevator Usage	
4. Equipment and Furniture Inventory	
5. Rooms Requiring Specialized Bracing/Anchoring	
6. Prevailing Wages – Furniture Moving (ADM 1204)	
7. Pre-bid Site Inspection Agenda	
8. List of References	
9. Contractor Certification Clauses (CCC 304)	
10. Bid/Bidder Certification Sheet	
11. Required Attachment Check List	
12. Sample Standard Agreement (STD 213):	
Exhibit A, Scope of Work	
Exhibit B, Budget Detail and Payment Provisions	
Exhibit C, General Terms and Conditions	
Exhibit D, Special Terms and Conditions	
Exhibit E, Additional Provisions	

A) Purpose and Description of Services

Refer to the Proposed Form of Agreement, which is attached to this IFB as **Attachment 12 (Exhibit A)**.

B) Bidder's Minimum Qualifications

The Bidder's company must have successfully performed moves that consisted of a minimum of 50,000 square feet or greater per each move over the past two (2) years. This experience must have included moving technical equipment including but not limited to, computers, printers, scanners, fax machines & similar property.

Complete Attachment 8, list of references. These references will be contracted prior to award of a contract.

C) Bid Requirements and Information

1. Time Schedule

It is recognized that time is of the essence. All bidders are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

EVENT	DATE	TIME (Pacific Standard Time)
IFB available to prospective bidders	4/9/04	
Mandatory Pre-bid Conference and/ Site Inspection	4/27&28/04	
Written Question Submittal Deadline	4/30/04	
Final Date and Time for Bid Submission	5/11/04	2:15 p.m.
Bid Opening	5/11/04	2:30 p.m.
Proposed Award Date (estimate)	5/14/04	

2. Mandatory Pre-Bid Conference/Site Inspection.

- a) A mandatory pre-bid conference/site inspection is scheduled at 9:00 a.m., April, 27-28, 2004, starting at 120 S. Spring Street, Los Angeles, CA. for the purpose of discussing this IFB. See Attachment 7, Pre-bid Site Inspection Agenda, for locations and schedule.
- b) In the event a potential prime contractor is unable to attend the mandatory pre-bid conference/site inspection, an authorized representative may attend on their behalf. An attending party may only sign-in for one (1) company. Subcontractors may not represent a potential prime contractor at a mandatory pre-bid conference/site inspection.
- c) All prospective Contractors are to be assembled at the Department of Transportation, 120 S. Spring Street, near the Security Desk at 8:45 a.m. Each

attending party must sign-in (on the sheet provided) upon arrival and then sign-out upon completion of the walk-through activities. Failure to comply with these provisions **may result in the rejection of your bid**. A single Department of Transportation representative authorized to speak for the Department will conduct the site inspection of the facilities and disseminate any additional information to participants, if necessary.

3. Questions and Answers

- a) Questions regarding this IFB must be submitted in writing. It is requested that written questions be delivered no later than 10:00 a.m. on April 30, 2004.
- b) Written questions should include the individual's name, firm name, complete address and must reference IFB No. 07A1753. Questions should be sent to the following address:

MAILED OR FAXED TO:
Fax No.: (916) 227-6155

Department of Transportation, MS-67
Division of Procurement and Contracts
Attention: Crystal Stahl
1727 30th Street
Sacramento, CA 95816

- c) Written responses to all questions will be collectively compiled and mailed, as an Addendum, to each individual or firm who attended the mandatory walk through and downloaded this IFB from the Internet or who requested this IFB by calling the recorded bid line: (916) 227-6090. After the deadline for question submittal, the Addendum is released when all of the questions have been addressed. Hard copy responses are disseminated by mail and an electronic version is uploaded to the Department of Transportation's website. Refer Section C (1), **Time Schedule**, for this IFB's schedule of events and dates/times. It is the responsibility of the Bidder to inquire about the expected Addendum if an Addendum is not received. Bidder can contact the Contract Analyst named above or check the Department of Transportation's website:

<http://www.caltrans-opac.ca.gov/contract.htm>

4. Reasonable Accommodations

For bidders who need assistance due to a physical impairment, a reasonable accommodation will be provided upon request for the pre-bid conference/site inspection. The bidder must call the designated Caltrans contact no later than the

April, 26, 2004 prior to the scheduled date and time of the pre-bid conference/site inspection to arrange for a reasonable accommodation.

5. Inclusive Costs

Bid prices/rates shall include the cost of employer payments to or on behalf of employees, subsistence, travel, compensation, insurance premiums, unemployment contributions, social security taxes, contract bond premiums, and any other taxes or assessments, **INCLUDING, BUT NOT LIMITED TO, SALES AND USE TAXES** required by law or otherwise and no additional allowance will be made thereof unless separate payment provisions in the contract should specifically so provide.

6. Small Business Preference: <http://www.pd.dgs.ca.gov/smbus>

Small business preference will be granted on this IFB. Only firms certified as a "Small Business" with the Office of Small Business Certification and Resources (formerly OSMB), in the categories most appropriate to accomplish the prescribed services, will be granted this preference.

7. State Prevailing Wages

State General Prevailing Wage Rates for moving work performed under this contract will apply pursuant to Government Code Section 14920. Copies of the predetermined general prevailing wage rates set by the Director of Industrial Relations for the City of Los Angeles may be obtained by contacting Frank Martinez, Labor Compliance Officer, District 7, 120 South Spring Street, Los Angeles CA 90012, Phone (213) 897-0600. Copies may also be obtained via the Internet: <http://www.dir.ca.gov>

8. Insurance

The bidder who receives the contract award, must provide a certificate of Insurance providing proof of insurance to the DPAC within ten (10) working days from the date of notification of award. The State's Office of Risk and Insurance Management will review insurance certificates and/or proof of self-insurance documentation before execution of the Agreement. Refer to the Proposed Form of Agreement, **Attachment 12, Exhibit E** for the applicable specific Insurance requirements and coverage limits.

9. Bid Submittal

- a) **All bids must** be submitted in a **sealed envelope** and received by the Department of Transportation, Contract's Office by dates and times shown in Section C, Bid Requirements and Information, **Item 1) Time Schedule**. The sealed envelope must

be clearly marked with the IFB number and title; must show your firm name and address, and must be marked with "BID SUBMITTAL - DO NOT OPEN", as shown in the following example:

IFB Number: 07A1753
IFB Name: Moving Services

Firm Name:
Firm Address:

BID SUBMITTAL - DO NOT OPEN

- b) Bids not submitted in a clearly labeled sealed envelope may be rejected. A complete bid package (originals only) must be submitted. **Late bids will not be considered.**
- c) All bids shall include the documents identified in this IFB's **Attachment 11, Required Attachment Check List**. Bids not including the proper "required attachments" shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.
- d) Only an individual who is legally authorized to bind the proposing firm contractually shall sign all documents requiring a signature, and each document must bear an original ink signature.
- e) Mail or deliver bids to the following address:
U.S. Postal Service Deliveries (UPS, Express Mail, Federal Express) or *Hand Deliveries

Department of Transportation, MS 67
Division of Procurement and Contracts
1727 – 30th Street
Sacramento, CA 95816

* If your bid is hand delivered, you must date and time stamp the sealed envelope/package immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. After date/time stamping, bids should be placed in the locked bid cabinet located below the time stamp. If the bid package is too large to be electronically stamped, date/time stamp one of the labels provided and attach it to the proposal package. When the bid package is too large for the locked bid cabinet, ask the security guard to call the Contracts' reception desk at 227-6000 to have your bid package picked up by Contracts' staff.

- f) Bid opening will be held at the above address at **2:30 PM** on the date stated in Section C - Bid Requirements and Information, 1 - Time Schedule.

- g) Bids must include the performance of all the services described herein. Any attempt to modify the bid document to deviate from the work specifications will not be considered and will cause a bid to be rejected.
- h) A bid may be rejected if it is conditional, incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all bids and may waive any immaterial deviation in a bid. The State's waiver of an immaterial defect shall in no way modify the IFB document or excuse the bidder from full compliance with all other requirements if awarded the agreement.
- i) Costs for developing bids and in anticipation of award of the contract are entirely the responsibility of the bidder and shall not be charged to the State.
- j) Only an individual who is authorized to bind the bidding firm contractually shall sign the attached Bid/Bidder Certification Sheet, **Attachment 10**. The signature must also indicate the title or position that the individual holds in the firm. **An unsigned bid shall be rejected.**
- k) A bidder may modify a bid after its submission by first withdrawing the original bid and then by resubmitting a new bid prior to the bid submittal deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
- l) A bidder may withdraw a bid by, prior to bid opening, submitting a written withdrawal request to the State, signed by the bidder or an agent authorized in accordance with section j above. A bidder may thereafter submit a new bid prior to the bid submittal deadline. Bids may not be withdrawn without cause subsequent to bid submittal deadline.
- m) The State may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum sent to all parties who received a bid package.
- n) The State reserves the right to reject any or all bids. If bids are too high, the State is not required to award a contract.
- o) Bidders are cautioned to not rely on the State during its evaluation process to discover and report to the bidder any defects and errors in the submitted documents. Bidders, before submitting their documents, should carefully proof them for errors and full adherence to the IFB requirements.
- p) Each bidder should carefully examine the specific work sites and specifications. Bidder shall investigate building and elevator conditions for obstacles that might be encountered. No additions or increases to the contract amount will be made due to a lack of careful examination of work sites and specifications.

10. Evaluation and Selection

- a) At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.
- b) The State will put each bid through an evaluation process to determine responsiveness to the State's needs.
- c) Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this IFB, it will be the basis for rejection of the bid.
- d) The final selection will be made on the basis of the lowest responsible bid. The contract, if awarded, will be to the lowest responsible bidder whose proposal complies with all of the IFB requirements. In the event of a tie bid, the State will draw lots to determine the successful contractor. Only one proposal or bid may be submitted by an entity (individual, firm, partnership, corporation, joint venture or combination thereof). Receipt of more than one bid from an entity will result in all bids from that entity being rejected and returned to the bidder.

11. Award and Protest

- a) Whenever a contract is awarded under a procedure that provides for competitive bidding, but the contract is not to be awarded to the low Bidder, the low Bidder shall be notified by telegram, electronic facsimile transmission, overnight courier, or personal delivery five (5) working days prior to the award of the contract.
- b) Upon written request by any bidder, notice of the proposed award shall be posted in a public place in the office of the awarding agency at least five (5) working days prior to awarding the contract.
- c) Grounds for Filing a Protest: After the issuance of the applicable contract award notices as specified in this IFB, the right to protest the proposed award of a contract is afforded any bidder who claims he/she should have been awarded the contract because he/she was the lowest responsible bidder meeting the specifications. A valid protest must be submitted to the Department of Transportation prior to the award of contract, in which case, the contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.
- d) Filing an Initial Protest: Within five (5) days after filing the initial protest, the protesting bidder shall file with the Department of General Services and the Department of Transportation a full and complete written statement specifying the grounds for the protest. The written protest must be sent to the addresses below:

Department of Transportation Division of Procurement & Contracts, MS 67 Attention: A.C. Lichtman, Protest and Dispute Manager 1727 30 th Street Sacramento, CA 95816 Phone Number: (916) 227-6084 Fax Number: (916) 227-6155	Department of General Services Office of Legal Services Attention: Protest Coordinator 707 Third Street, 7 th Floor West Sacramento, CA 95605 Phone Number: (916) 376-5080 Fax Number: (916) 376-5088
--	---

It is suggested that any protest by submitted certified or registered mail.

- e) Upon award of the contract, contractor must complete and submit to the Department of Transportation the Payee Data Record (STD 204), to determine if the contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code §18662 and §26131. This form can be found on the Internet at www.osp.dgs.ca.gov under the heading STANDARD FORMS. No payment shall be made unless a completed STD 204 has been returned to the Department of Transportation.
- f) Prior to the award of the contract, the awarded bidder(s) must sign and submit to the Department of Transportation, page one (1) of the Contractor Certification Clauses (CCC), **Attachment 9**, or this form can be obtained via the Internet at www.dgs.ca.gov/contracts. Bidder may also, as an option, submit this signed form with the bid package.

12. Standard Conditions of Service

- a) Service shall not begin prior than the express date set by the Department of Transportation and the contractor, after all approvals have been obtained, and the contract is fully executed. Should the contractor fail to commence work at the agreed upon time, the Department of Transportation, upon five (5) days written notice to the contractor, reserves the right to terminate the contract. In addition, the contractor shall be liable to the State for the difference between contractor's bid price and the actual cost of performing the same work by another contractor.
- b) All performance under the contract shall be completed on or before the termination date of the contract.
- c) The State does not accept alternate contract language from a bidder. A bid with such language will be considered a counter proposal and will be rejected. **The State's General Terms and Conditions (GTC) are not negotiable.** The **GTC 304** may be viewed at Internet site www.dgs.ca.gov/contracts.

- d) The bidder declares that the only persons or parties interested in this bid proposal as principals are those named herein; that this bid proposal is made without collusion with any other person, firm or corporation; and the bidder has carefully examined the Invitation for Bid (IFB), the Proposed Form of Agreement, and the special provisions herein referred to, and proposes and agrees, if this proposal is accepted, that the bidder will contract with the State to provide all necessary labor, materials, tools or equipment in the time and manner specified.
- e) The bid of any bidder who is currently in default with the Department of Transportation on a contract already awarded may be accepted; however, bidder understands that any costs associated with that prior default will be paid prior to award or will be deducted from the proceeds of any newly awarded contract.
- f) If the bidder is awarded the contract and refuses to sign the contract presented for signature within the time and manner required, the bidder will be liable to the Department of Transportation for actual damages resulting to the Department therefrom or 10% of the amount bid, whichever is less, and the bidder will be placed on a default status. Default is defined as (1) being within a period of liquidated damages on uncompleted work, or (2) under notice to begin or complete a contract where work has not commenced or was suspended without cause, or (3) where a contract is terminated for contractor failing to perform services required by the contract in a satisfactory manner.
- g) After award and execution of the contract, should the contractor fail to commence work within five (5) working days after notification of the starting date, or suspend work for a period of five (5) continuous working days after work has begun, the State may provide five (5) calendar days written notice, posted at the job site or mailed to the contractor, directing the contractor to timely prosecute and complete the work or the contract may be terminated and liquidated damages of \$1,500.00 assessed for administrative costs for re-bidding the work or awarding the work to another contractor. In addition, that contractor shall be liable to the State for the difference between the contractor's bid price and the actual cost of performing the work by another contractor.
- h) No oral understanding or agreement shall be binding on either party.

D) Preference Programs

The following Preference Programs are applicable to this IFB.

1. Small Business or Microbusiness Preference

If prospective Contractor is claiming the 5% certified Small Business or microbusiness preference, complete Section 16, Attachment 10 (Bid/Bidder Certification Sheet) and attach a copy of your certification (See Attachment 10).

Additional References: <http://www.pd.dgs.ca.gov>

Section 14835, et seq. of the California Government Code requires that a five-percent preference be given to contractors who qualify as a certified small business or microbusiness. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business or microbusiness preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California and be certified by the State Office of Small Business Certification and Resources. Questions regarding the certification approval process should be directed to that office at (800) 559-5529 or (916) 375-4940. For the 24-Hour Recording & Mail Request call (916) 322-5060.

BID PROPOSAL

ATTACHMENT 1

State Office Building Move

District 7 Headquarters

Contractor:

The undersigned Contractor, as bidder, declares that he/she has carefully examined the locations of the proposed work as described, examined the specifications and general conditions therefore, read the instructions to bidders, and is familiar with all proposal requirements, and agrees, if the proposal is accepted, to complete the above project in accordance with the Contract Documents, in the time stated herein amounting to a total of:

Total, Lump Sum Bid Amount \$ _____
--

This bid amount includes and covers all office overhead, profit and payroll cost and taxes; the furnishing of all equipment, tools, machinery, apparatus and materials; and the performance of all labor requisite proper for the performance and completion of all the work in the manner set forth, described and shown in the Scope of Work.

Contractor's Name:
Bidder's Signature:
Contract #: 07A1753

DEPARTMENT OF TRANSPORTATION

PREVAILING WAGES - Furniture Moving

DAS-ADM 1204 (New)

The contractor shall pay any employee actually engaged in the moving and handling of goods being relocated under this contract no less than the prevailing wage rate. The term "prevailing wage rate" means the rate determined by the Department of Industrial Relations and attached to and made a part of this contract. Contractor shall provide certified payrolls evidencing proof of said payment for all employees engaged in this work when requested by the Dept. of Industrial Relations.

The contractor shall be responsible for compliance with these provisions by subcontractors. The contractor and each subcontractor shall preserve their payroll records for a period of three (3) years from the date of completion of the contract.

Each contractor and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in connection with the work. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or his agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the contract. The "Statement of Compliance" shall be on forms furnished by the Department of Industrial Relations or on any form with identical wording. The contractor shall be responsible for the submission of copies of payrolls of all subcontractors.

The payroll records enumerated shall be certified and shall be available for inspection at all reasonable hours at the principal office of the contractor and shall be made available for inspection or furnished to the employee or his or her authorized representative upon request. A certified copy of all payroll records enumerated shall be made available for inspection or furnished upon request to a representative of the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations.

Pre-Bid Site Inspection Agenda
April 27 and 28, 2004

The site inspection will start on April 27, 2004 at the Caltrans District 7 Office Building located at 120 S. Spring Street, Los Angeles. Contractors should plan to arrive at 8:45 am to allow time to sign in and obtain a visitor's badge. You will need at least one piece of photo identification to obtain a visitor's badge. After a brief introduction, we will tour the District Office Buildings and then go on to four other downtown sites. We will travel together in vans between the sites to save time. To enter the loading dock at the new building at 100 S. Main Street, you must wear closed-toe, thick-soled shoes suitable for a construction site. Caltrans will supply hard hats and eye protection for this portion of the tour.

On April 28, the site inspection will continue at the Norwalk office. Bidders will have to arrange for their own transportation on April 28.

ESTIMATED TIME	LOCATION	DIVISION
April 27, 2004		
9:00-9:15	Security Desk Caltrans District 7 120 S. Spring Street, Los Angeles, CA	Sign-in and Bid Overview
9:15-10:15	120 S. Spring Street Los Angeles, CA	Equipment Sub-Shop 3 Administration Traffic Operations External Affairs Design Environmental Planning Executive Offices SITTI
10:15-10:45	100 S. Main Street Los Angeles, CA	Loading dock of new building
11:15-12:15	801 S. Grand Ave. Los Angeles, CA	Construction-4th Flr. Maintenance-14th Flr. Planning-15th & 16th Flrs. Right of Way-17th Flr.
	LUNCH BREAK	
1:15-2:00	1000 Wilshire Blvd. Los Angeles, CA	Operations-Traffic Invest. -12th Flr. Program/Project Mgmt.-14th Flr
2:30-3:15	865 S. Figueroa Street Los Angeles, CA	Legal Division 3rd & 4th Flrs.
3:45-4:15	700 N. Alameda Street Los Angeles, CA	Local Assistance-4 th Flr
April 28, 2004		
9:00-9:30	12501 E. Imperial Highway, Suite 400 Norwalk, CA	Structure Maintenance
9:30-10:00	12501 E. Imperial Highway Norwalk, CA	Questions

List of References

Three (3) references will be required for evaluation. The references shall show successful experiences for a minimum of two consecutive years since 12/31/2000. The facilities referenced shall all have had a minimum of 50,000 square feet of space involved in each completed move. This must be provided at the time of bid submittal.

PLEASE PRINT CLEARLY AND PROVIDE COMPLETE AND CURRENT INFORMATION

Name of Facility or Business Name: _____

Type of Facility: _____

Square Footage: _____

Number of Stories: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Dates of Contract: _____

Name of Facility or Business Name: _____

Type of Facility: _____

Square Footage: _____

Number of Stories: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Dates of Contract: _____

Name of Facility or Business Name: _____

Type of Facility: _____

Square Footage: _____

Number of Stories: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Dates of Contract: _____

ATTACHMENT 9
CONTRACTOR CERTIFICATION CLAUSES

CCC-304

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)		Federal ID Number
By (Authorized Signature)		
Printed Name and Title of Person Signing		
Date Executed	Executed in the County of	

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

4. UNION ORGANIZING: Contractor hereby certifies that no request for reimbursement, or payment under this agreement, will seek reimbursement for costs incurred to assist, promote or deter union organizing. (GC 16645-16649)

5. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

6. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

7. SWEATFREE CODE OF CONDUCT:

a. For all contracts, Contractor hereby certifies that it will comply with the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and with all other requirements of Public Contract Code Section 6108.

b. Contractor hereby certifies that no apparel, garments or corresponding accessories or equipment, material and supplies to be laundered, furnished or produced in whole or in part pursuant to this contract, are the result of sweatshop labor, forced labor or convict labor per Public Contract Code Section 6108.

8. DOMESTIC PARTNERS: Commencing on July 1, 2004 Contractor certifies that it is in compliance with Public Contract Code Section 10295.1 with regard to benefits for domestic partners. For any contracts executed or amended, bid packages advertised or made available, or sealed bids received on or after July 1 2004 and prior to January 1, 2007, a contractor may require an employee to pay the costs of providing additional benefits that are offered to comply with PCC 10295.1.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (PCC 10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (PCC 10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other government entity.

ATTACHMENT 10
BID/BIDDER CERTIFICATION SHEET

This Bid/Bidder Certification Sheet must be signed and returned along with all "required attachments" as an entire package in duplicate with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions. Only an individual who is authorized to bind the bidding firm contractually shall sign the Bid/Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm.

- A. Our all-inclusive bid is submitted in a sealed envelope marked "**Bid Submittal - Do Not Open**".
- B. All required attachments are included with this certification sheet.
- C. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals or have made a good faith effort.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- E. The signature and date affixed hereon certifies that this bid is a firm offer for a 90-day period.

An Unsigned Bid/Bidder Certification Sheet Shall Be Rejected

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
Indicate applicable license and/or certification information:		
9. Contractor's State Licensing Board Number	10. PUC License Number CAL-T-	11. Required
12. Proposer's Name (Print)	13. Title	
14. Signature	15. Date	
16. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____		
b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____		
NOTE: A copy of your Certification is required to be included if either of the above items is checked " Yes ". Date application was submitted to OSBCR, if an application is pending: _____		

Completion Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the
Bid/Bidder Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete if your firm holds a California contractor's license. This information will be used to verify possession of a contractor's license for public works agreements.
10	Complete if your firm holds a PUC license. This information will be used to verify possession of a PUC license for public works agreements.
11	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
12, 13, 14, 15	Must be completed. These items are self-explanatory.
16	If certified as a Small Business Enterprise, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

ATTACHMENT 11
Invitation for Bid 07A1753

ATTACHMENT CHECK LIST

A complete bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid package. Place a check mark or "X" next to each item that you are submitting to the State. For your bid to be responsive, all required attachments identified below (unless noted otherwise) must be returned as instructed. **Return this checklist with your bid package.**

Attachments

Attachment Name/Description

_____ Attachment 1	Bid Proposal
_____ Attachment 8	List of References
_____ Attachment 9	Contractor Certification Clauses (CCC304). The CCC 304 can also be found on the Internet at http://www.dgs.ca.gov/contracts . Page one (1) must be signed and submitted prior to the award of the contract.
_____ Attachment 10	Bid/Bidder Certification Sheet
_____ Attachment 11	Attachment Check List

Note to Contractors:

The following pages represent a sample of the Proposed Form of Agreement that is intended to be awarded from this IFB. Please review it carefully and present any questions in writing (as instructed in this solicitation) to the contact person identified for this IFB.

ATTACHMENT # 12
Sample Standard Agreement

AGREEMENT NUMBER
07A1753
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Transportation

CONTRACTOR'S NAME

Note to Bidders:

The following **18** pages represent a sample of the Agreement that will be awarded, if any, from this IFB. Please review it carefully and present any questions in writing to the contact identified for this IFB.

2. The term of this Agreement is: through

3. The maximum amount \$ of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits/attachments which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	7 Pages
Exhibit B – Budget Detail and Payment Provisions	5 Pages
Exhibit C* – General Terms and Conditions (Electronic File: GTC 304)	
Exhibit D - Special Terms and Conditions	4 Pages
Exhibit E – Additional Provisions	2 Pages
Attachment 1 - Bid Proposal	1 Page
Attachment 2 - Move Schedule	5 Pages
Attachment 3 - Dock and Elevator Usage	1 Page
Attachment 4 – Equipment and Furniture Inventory	2 Pages
Attachment 5 – Rooms Requiring Specialized Bracing/Anchoring	1 Page
Attachment 6 - Prevailing Wages-Furniture Moving ADM 1204	1 Page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this Agreement as if attached hereto. *These documents can be viewed at* <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME

Department of Transportation (Department)

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

1727 30th Street, MS-67, Sacramento CA 95816

**California Department of
General Services Use Only**

EXHIBIT A
Standard Agreement

SCOPE OF WORK

1. Contractor agrees to provide **Moving Services** to the Department of Transportation (Department).
2. This Agreement shall begin on **June 14, 2004**, contingent upon approval by the State, and expire on **January 31, 2005**, unless extended by amendment.
3. The project representatives and all inquiries during the term of this Agreement will be directed to:

Department of Transportation	Contractor:
Section/Unit:	Section/Unit:
Contract Manager:	Project Manager:
Address:	Address:
Bus. Phone No.:	Bus. Phone No.:
Fax No:	Fax No:

4. Detailed description of work to be performed and duties of all parties:

A. GENERAL DESCRIPTION OF WORK

Contractor will furnish all labor, materials, tools and equipment necessary to move furniture, fixtures and equipment (FF&E), including, but not limited to, furniture, files, State-owned plants, boxes, office contents, libraries, telephones, computers and hardware for approximately 1670 employees.

B. LOCATIONS

Move items from:

801 S. Grand Avenue, Los Angeles, CA. 4th, 14th, 15th, 16th, 17th floors
1000 Wilshire, Los Angeles, CA. 12th and 14th floors
865 S. Figueroa, Los Angeles, CA. 3rd and 4th floors
12501 E. Imperial Highway, Norwalk, CA. 4th floor
700 North Alameda, Los Angeles, CA. 4th floor
120 S. Spring Street, Los Angeles CA. all floors

Move items to:

100 South Main Street, Los Angeles, CA.

EXHIBIT A
Standard Agreement

C. DATES/TIMES OF MOVE

This will be a phased move beginning June 14, 2004 and be completed by January 31, 2005 (Attachment 2-Move Schedule). Move phases will be conducted beginning on Thursdays at 5:00 p.m., Friday at 5:00 p.m., and weekends. The move date on a Monday will be conducted beginning at 5:00 p.m.

D. PERTINENT DATA

1. Contractor shall adhere to all dock and elevator access protocol and security procedures established by the respective building owners and building managers at all facilities (Attachment 3-Dock and Elevator Usage).
2. Contractor shall be responsible for providing all labor and materials required for bracing/bolting, or anchoring all freestanding furniture over 60" in height.
3. Contractor shall be responsible for assembling and disassembling modular furniture, map holders, bracing on file and other cabinets, and hanging map files (Attachment 4-Equipment and Furniture Inventory).
4. Contractor's moving staff must be able to place labeled boxes/items being moved in the correct locations without disturbing State Staff. Only the contractor's designated supervisors shall disturb/ask for assistance from State staff.
5. The contents of the Legal library must be available to employees without interruption.

E. WORK TO BE PERFORMED BY CONTRACTOR

1. Contractor to move all FF&E identified on the Inventory (Attachment 4-Equipment and Furniture Inventory) to the designated areas of the new facility located at 100 South Main Street, Los Angeles, CA. The Inventory provides specific information regarding quantities, description of items, and details of all work to be provided by Contractor. It is the Contractor's sole responsibility to verify all inventory lists.
2. All computers, computer components, printers, telephones, and fax machines along with their respective stands from all locations moving during a phase must be moved to the new facility on the first truck load. Contractor shall immediately unload and place as labeled by the State. No other FF&E shall be included with the initial information technology equipment move unless otherwise directed by State's Contract Manager or designated representative. Contractor shall place all computers and computer components on work surface of designated workstations at the new site.

EXHIBIT A
Standard Agreement

3. Contractor shall provide equipment carts designed to transport computer items and library/files. (Using trashcans to carry computer components will not be acceptable). Accordingly, Contractor shall exercise extreme care in the loading, transporting, unloading, and setting up of all computer components. Contractor will not be responsible for plugging in any equipment or hooking up electrical or data cables, which are to be coiled and taped together for each component.
4. Contractor shall supply and deliver sufficient carts, standard new or used 1.5 cubic foot auto-fold cartons (boxes), and packaging tape at least two (2) weeks prior to each move phase for early packing by State employees, as directed by State's Contract Manager or designated representative. Additionally, Contractor shall supply and deliver to State blank colored labels in ten (10) different colors for the boxes prior to the move as directed by State's Contract Manager or designated representative.
5. Contractor shall assume that 90% of all moving boxes will be returned to Contractor after each phase of the move-in. Contractor will be responsible for the pick up of all moving boxes, within 48 hours of notification from State. Contractor shall assume that more than one trip will be necessary to collect all boxes after the move-in.
6. Contractor shall provide two (2) movers at the new facility on the first Monday following each staff move to assist with post move-related issues (furniture, moving boxes, and equipment moved to the wrong location, etc). For bidding purposes, Contractor shall assume that each of these movers will work a full day (8 hours), beginning at 8:00 a.m.
7. Contractor will be responsible for loading, shrink wrapping (at mover's discretion), and unloading all equipment.
8. Contractor shall be responsible for scheduling, supplying, installing and uninstalling all materials required to fully protect both the existing and new facility as required by the respective building owners and building managers at all facilities (Attachment 3-Dock and Elevator Usage). Specific items that will require protection will include, but are not limited to, elevators, lobby floors, doorframes, floor coverings, wall corners, glass panels, etc.
9. Contractor shall be responsible for removal and vacuuming up of all residual moving debris left in and around the entire new facility and all vacated spaces except 120 S. Spring Street.

EXHIBIT A
Standard Agreement

10. Contractor shall be solely responsible for obtaining and complying with all elevator weights prior to the move.
11. Contractor shall be responsible for neatly placing all contents, including seating, inside workstations and hardwalled offices/rooms. Hardwalled offices/rooms layouts will be posted outside each office or room.
12. Contractor shall be responsible for coordinating the delivery of boxes and equipment and for building protection, including elevator usage, parking and building access with State's Contract Manager or designated representative (Attachment 3-Dock and Elevator Usage).
13. Contractor shall attend pre-move meetings with the State Contract Manager or designated representative as required by the State's Contract Manager or designated representative. Meetings will be scheduled by State Contract Manager or designated representative and will be held at a location in the Los Angeles region, to be announced.
14. Due to security reasons, Contractor and all moving staff shall be required to dress in clearly marked matching uniforms with nametags. Assigned move supervisors shall be required to wear a uniform that is different from the moving staff to be clearly identified at all times.
15. Contractor shall be required to provide radio/cellular communications with Contractor's supervisors at point of origin and point of destination at all times during the move. Contractor shall provide State's Contract Manager and designated representative with all radio/cellular telephone numbers prior to beginning any work.
16. Contractor must submit a written truck staging plan to State's Contract Manager or designated representative prior to beginning each phase move. Contractor must obtain approval of the truck-staging plan from the building owners/building managers as identified by State's Contractor Manager or designated representative. The State's Contract Manager or designated representative shall assist Contractor in identifying/contacting building owners/managers.
17. Contractor shall be responsible for obtaining all required permits for the move. Copies of all required permits shall be provided to State's Contract Manager or designated representative prior to the move. Private vehicle on site parking will not be provided.

EXHIBIT A
Standard Agreement

18. Contractor shall protect all equipment (i.e. computers, printers, faxes, etc.) and all exposed books, plans, etc. against bad weather, water damage, and theft.
19. Contractor must provide continuous supervision for all trucks, whether fully or partially loaded (i.e. one (1) person per truck). At no time shall Contractor leave any loaded truck without supervision.
20. Contractor shall be responsible for the removal of all the Contractor's trash. On-site dumpsters will not be available for any trash disposal.
21. Contractor shall be responsible to identify, in advance of the move, an acceptable means of moving all items that will not fit in the specified elevators.
22. Contractor shall furnish all materials and equipment necessary to package computer components (i.e., mouse, mouse pad, cables, keyboard, speakers etc.) at the existing site in a box with a color-coded label. Contractor shall assume one box per computer. Contractor will also supply materials and equipment necessary to secure (i.e., bundling, taping, etc.) scanner, printer, and fax cabling.

F. DAMAGES

1. Contractor shall be responsible for any damage to buildings and their components including without restriction, stairwells, entryways and elevators caused by Contractor, Contractor's employees, and/or subcontractors.
2. Contractor shall attend a mandatory pre-move walk through of each facility with the State's Contract Manager or designated representative to identify and document existing damage to the existing facilities and the new facility areas in which the Contractor will be working. All identified damage shall be documented and signed by the Contractor and the State's Contract Manager or designated representative prior to commencement of the first moving phase.
3. Contractor shall attend a mandatory post-move walk through of the facility with the State's Contract Manager or designated representative to identify and document any mover-related damages to the existing facilities and the new facility areas in which the Contractor had worked. All damage identified to have been caused by the Contractor shall be documented and signed by the Contractor and the State's Contract Manager or designated representative.

EXHIBIT A
Standard Agreement

4. Contractor shall be responsible to pay for all damage caused by the Contractor. Contractor shall be solely responsible to replace, at full value, all furniture, fixtures and equipment damaged or lost by Contractor. State shall have fifteen (15) business days from date of the mandatory post-move walk through to submit a written claim to the Contractor.

G. RESPONSIBILITIES OF STATE

1. Packing contents of offices and systems furniture workstations.
2. Packing contents of filing cabinets, bookcases, etc. unless otherwise noted on the inventory.
3. Packing contents of break rooms, kitchen areas, and conference rooms.
4. Disconnecting all computers and computer components and packing them in Contractor supplied boxes.
5. Disconnecting all printers, faxes, and other equipment.
6. Attaching color-coded move labels to all furniture, fixtures and equipment scheduled to be moved.
7. Developing and posting office and common area layouts at the new facility to show exact locations of all information technology (I.T.) equipment, file cabinets, bookcases, map files, etc.
8. Developing a numbering system and color-code system for labels.
9. Removing all valuables, breakables, and personal items, including personal plants.
10. Disconnecting/reconnecting of I.T. infrastructure including servers, hubs, racks, patch panels, etc. Contractor shall be responsible for the transporting of I.T. infrastructure to new facility.

H. GENERAL NOTES

1. "Contractor" as used in this document includes all employee and supervisory movers, subcontractors to the Contractor, drivers, agents, etc.
2. Pre-move meetings will be required at the new site.
3. State will be purchasing new furniture that will be delivered and installed at the new site by others.

EXHIBIT A
Standard Agreement

4. State reserves the right to make changes to the move-in schedule dates and times.
5. State reserves the right to discontinue assignment of any mover and/or subcontractor if contract requirements are not met, performance issues arise, or as a result of unresolved personnel concerns.
6. Contractor is advised that other trades will be working within and around the new facility throughout the move.

EXHIBIT B
Standard Agreement

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the itemized invoice(s), the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto, **Attachment 1**, and made a part of this Agreement.
- B. The Contractor will be paid a lump sum amount of \$_____ that shall be paid progressively to the Contractor for work performed under clearly identifiable phases listed in the Move Schedule (Attachment 2). The first payment, 25% of the total contract amount, will be paid upon successful completion of the work performed and approved by the contract manager in Phase One. The second payment, 25% of the total contract amount, will be paid upon successful completion of the work performed and approved by the contract manager in Phase Two. The third payment, 25% of the total contract amount, will be paid upon successful completion of the work performed and approved by the contract manager in Phase Three. The fourth and final payment, 25% of the total contract amount, will be paid after the following has occurred: 1) Successful completion of the work performed and approved by the contract manager in Phase Four. 2) The post-move walk through has occurred and any issues that may have been addressed are resolved to the satisfaction of the Contract Manager. 3) All damages, if any, caused by the Contractor have been resolved and approved by the Contract Manager. 4) The Contract manager has authorized final payment based on the successful completion of items one, two, three and four.
- C. Invoice(s) shall include the Agreement Number and shall be submitted in triplicate to:

Department of Transportation
Office/Unit Name, MS Number
Attention: Contract Manager's Name
Street Address/P.O. Box
City, CA Zip Code

- C. The State will honor cash discounts and will make payment to the Contractor in accordance with the cash discount terms specified on the invoice, provided requirements of the Agreement have been met. Discount must be a minimum of one half of 1% of the amount due, but not less than \$25.00.

EXHIBIT B
Standard Agreement

2. Budget Contingency Clause

- A. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional or legislative appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.
- C. It is mutually agreed that if the Congress or the State Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- D. The State has the option to void the Agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Rates

The Contractor shall perform all work under this Agreement for the lump sum of \$_____.

5. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment supplied pursuant to this Agreement.

EXHIBIT B
Standard Agreement

6. Inclusive Costs

- A. The cost of employer payments to or on behalf of employees, subsistence, travel, compensation insurance premiums, unemployment contributions, social security taxes, Agreement bond premiums, and any other taxes or assessments INCLUDING SALES AND USE TAXES required by law or otherwise shall be included in the Agreement rates and no additional allowance will be made thereof, unless separate payment provision should specifically so provide.
- B. All costs associated with materials/supplies, as described in Exhibit A, Scope of Work, shall be included in Contractor's bid price.

7. Payroll Records

- A. The Contractor and each Subcontractor shall comply with the following provisions. The Contractor shall be responsible for compliance by his/her subcontractors.
 - 1.) Each Contractor and Subcontractor shall keep accurate payroll records and supporting documents as mandated by Section 14920 of the California Government Code, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each employee employed by the Contractor or a Subcontractor in connection with the move. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
 - a.) The information contained in the payroll record is true and correct.
 - b.) The employer has complied with the requirements of Section 14920, 1771, and 1811 for any work performed by his or her employees on the subject contract.
 - 2.) The payroll records, enumerated under paragraph (1) above, shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:
 - a.) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or the employee's authorized representative on request.

EXHIBIT B
Standard Agreement

- b.) A certified copy of all payroll records enumerated in paragraph (1) above, shall be made available for inspection or furnished upon request to a representative of the Department of Transportation, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations.
- 3.) The Contractor shall file a certified copy of the records enumerated in paragraph (1) above, with the entity that requested the records within ten (10) days after receipt of a written request.
- 4.) Any copy of records made available for inspection as copies and furnished upon request to any public agency by the Department shall be marked or obliterated in such a manner as to prevent disclosure of each individual's name, address and social security number (except the Department of Industrial Relations). The name and address of the Contractor awarded the Contract or performing the Agreement shall not be marked or obliterated.
- 5.) The Contractor or Subcontractor shall have ten (10) days in which to comply subsequent to receipt of written notice requesting the records enumerated in paragraph (1) above. In the event the Contractor or Subcontractor fails to comply within the ten-day period, he or she shall, as a penalty to the Department, forfeit twenty-five dollars (\$25) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Such penalties shall be withheld by the Department from payments then due. The contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.
- B. The penalties specified in paragraph 5 above for noncompliance with these provisions may be deducted from any monies due or which may become due to the Contractor.
- C. Payrolls shall contain the full name, address and social security number of each employee, the correct work classification (including apprentices), rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. The employee's address and social security number need only appear on the first payroll on which his name appears. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or employer's agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the Agreement. The "Statement of Compliance" shall be on forms furnished by the Department or on any form with identical wording. The Contractor shall be responsible for the submission of copies of payrolls of all subcontractors.

EXHIBIT B
Standard Agreement

- D. The Contractor and each Subcontractor shall preserve their payroll records for a period of three (3) years from the date of completion of the move.
- E. The Contractor shall submit a certified copy of all payroll records for verification by the Department's Contract Manager and/or Designee with the Contractor's invoices within ten (10) days, not including Saturdays, Sundays or legal holidays, following completion of the work to the Contract Manager. When progress payments are called for, the Contractor shall submit a certified copy of all payroll records for verification for the work completed to date along with their invoices for verification by the District Labor Compliance Office. Delinquent payrolls or other required documents will cause payment to be withheld pending receipt of such documents.
- F. The Contractor shall pay any employee actually engaged in the moving and handling of goods being relocated under this Agreement no less than the prevailing wage rate.
- G. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this clause.

8. State Prevailing Wage Rate Determinations

- A. The Prevailing Wage Rate Determinations applicable to the move are attached.
- B. Questions pertaining to predetermined wage rates should be directed to the Department of Industrial Relations, Division of Labor Statistics and Research, P. O. Box 420603, San Francisco, CA 94142-0603, (415) 972-8628.

EXHIBIT C
Standard Agreement

GENERAL TERMS AND CONDITIONS

PLEASE NOTE: This page (Exhibit C – GTC 304) will not be included with the final Agreement. The General Terms and Conditions will be included in the Agreement by reference to Internet site:

<http://www.ols.dqs.ca.gov/Standard+Language/default.htm>

EXHIBIT D
Standard Agreement

SPECIAL TERMS AND CONDITIONS

1. Settlement of Disputes

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Contract Officer, who may consider any written or verbal evidence submitted by the contractor. The decision of the Contract Officer, issued in writing, shall be conclusive and binding on both parties to the Agreement on all questions of fact considered and determined by the Contract Officer.
- B. Neither the pendency of a dispute nor its consideration by the Contract Officer will excuse the contractor from full and timely performance in accordance with the terms of the Agreement.

2. Subcontractors

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- B. The contractor shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted without written authorization by the State's Contract Manager.
- C. Any subcontract in excess of \$25,000, entered into as a result of this Agreement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.
- D. Any substitution of subcontractors must be approved in writing by the State's Contract Manager in advance of assigning work to a substitute subcontractor.

EXHIBIT D
Standard Agreement

3. Termination

- A. The Department of Transportation reserves the right to terminate this Agreement without cause upon thirty (30) days written notice to the Contractor or immediately in the event of material breach by the Contractor.
- B. In the event that the total contract amount is expended prior to the expiration date, the State may, at its discretion, terminate this contract with 30 days notice to contractor.

4. Retention of Records/Audits

- A. For the purpose of determining compliance with Public Contract Code Section 10115, et. seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et. seq., when applicable, and other matters connected with the performance of the Agreement pursuant to Government Code Section 8546.7, the Contractor, subcontractors and the State shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under the Agreement. The State, the State Auditor, FHWA, or any duly authorized representative of the Federal government having jurisdiction under Federal laws or regulations (including the basis of Federal funding in whole or in part) shall have access to any books, records, and documents of the Contractor that are pertinent to the Agreement for audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.
- B. Any subcontract entered into as a result of this Agreement shall contain all the provisions of this article.

5. Default

If, after award and execution of the Agreement, the contractor defaults, the Agreement may be terminated for non-satisfactory performance. Contractor may be assessed damages in the amount of \$1,500 for administrative costs. Additionally, the contractor may be liable to the State for the difference between the contractor's original bid price and the actual cost of performing the work by the second low bidder or by another contractor.

EXHIBIT D
Standard Agreement

6. Non-Solicitation

The contractor warrants, by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained or contracted by the contractor for the purpose of securing business. For breach or violation of this warranty, the state shall have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

7. Disabled Veterans Business Enterprise (DVBE) Participation (Without Goals)

The State has established no goals for the participation of DVBE for this contract. However, the Contractor shall be fully informed respecting the California Public Contract Code Section 10115 et seq., which is incorporated by reference. Contractor is urged to obtain DVBE subcontractor participation should clearly defined portions of the work become available.

8. Contractor's Priority Hiring Considerations

The Contractor shall give priority consideration in filling vacancies in positions funded by this Agreement to qualified recipients of aid under Chapter 2 commencing with Section 11200 of the Welfare and Institutions Code, in accordance with Article 3.9 commencing with Section 11349 of the Welfare and Institutions Code.

9. Laws to be Observed

The contractor shall keep fully informed of all existing and future state and federal laws and county, and municipal ordinances and regulations which in any manner affect those engaged or employed in the work, the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Contractor shall at all times observe and comply with, and shall cause all agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees of bodies or tribunals having any jurisdiction or authority over the work. The contractor shall protect and indemnify the State of California and all officers and employees thereof connected with the work against any claim, injury, or liability arising

EXHIBIT D
Standard Agreement

from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by the contractor, a subcontractor, or an employee. If any discrepancy or inconsistency is discovered in the plans, drawings, specification, or Agreement for the work in relation to any such law, ordinance, regulation, order, or decree, the contractor shall immediately report the same to the contract manager in writing.

10. Specific Statutory Reference

Any reference to certain statutes in this Agreement shall not relieve the Contractor from the responsibility of complying with all other statutes applicable to the service, work, or rental to be furnished thereunder.

11. Equipment Indemnification

- A. The contractor shall indemnify the state against all loss and damage to the contractor's property or equipment during its use under this Agreement and shall at the contractor's own expense maintain such fire, theft, liability or other insurance as deemed necessary for this protection. The contractor assumes all responsibility which may be imposed by law for property damage or personal injuries caused by defective equipment furnished under this Agreement or by operations of the contractor or the contractor's employees under this Agreement.
- B. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this article.

EXHIBIT E
Standard Agreement

1. Liability Insurance Provisions

- A. Contractor is responsible for any deductible or self-insured retention contained within the insurance program.
- B. The Insurance policy shall contain a provision that states that coverage will not be cancelled without 30 days prior written notice to the State.
- C. Coverage must be in force for the complete term of this Agreement. If insurance expires during the term of this Agreement, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. This new insurance must still meet the terms of this Agreement.
- D. In the event contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of the Agreement.
- E. Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by the State.
- F. The State will not be responsible for any premiums or assessments on the policy.

2. Commercial General Liability

- A. Contractor shall maintain general liability with limits of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the contractor's limit of liability.
- B. The State of California, its officers, agents, employees, and servants shall be included as additional insured, but only with respect to work performed for the State of California under this Agreement. The insurance carrier should provide an endorsement for the additional insured statement.

3. Automobile Liability

- A. Contractor shall maintain motor vehicle liability with limits of not less than **\$1,000,000** per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. (Auto Liability coverage is needed only if a vehicle is used in the Scope of Work stated in the Agreement.)
- B. The State of California, its officers, agents, employees, and servants shall be included as additional insured, but only with respect to work performed for the State of

EXHIBIT E
Standard Agreement

California under this Agreement. The insurance carrier should provide an endorsement for the additional insured statement.

4. Workers' Compensation/Employer's Liability

Contractor shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement, including special coverage extensions where applicable. Employer's liability limits of **\$1,000,000** shall be required.

5. Motor Carrier Permit Requirements

Contractor must have a valid Motor Carrier Permit issued from the Department of Motor Vehicles (DMV). Contractor shall pay fee to obtain and maintain, in good standing, all necessary licenses and permits to accomplish this work.

6. Cargo Insurance

Contractor shall maintain Broad Cargo insurance with limits of not less than **\$1,000,000** per occurrence. The policy shall cover all State property being transported on this contract.

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
14-Jun-04 Phase One	2	IT Equipment Move - Cabinets		3	120 South Spring Street
	2	IT Equipment Move - Counters		3	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		9	
10-Jul-04 Phase One	2	IT Equipment Move - Servers		19	120 South Spring Street
	2	IT Equipment Move - Cabinets		2	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		24	
17-Jul-04 Phase One	2	IT Equipment Move - Servers		28	120 South Spring Street
	2	IT Equipment Move - Computers		10	120 South Spring Street
	2	IT Equipment Move - Cabinets		2	120 South Spring Street
	2	IT Equipment Move - Boxes		1	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
		Subtotal		44	
12-Aug-04 Phase One	2	Design - Survey North	3		120 South Spring Street
	2	Design - Survey South	21		120 South Spring Street
	1	External Affairs - EEO	4		120 South Spring Street
	1	External Affairs - Governmental Affairs	5		120 South Spring Street
	1	External Affairs - Media & Public Relations	7		120 South Spring Street
	2	Operations - Permits	25		120 South Spring Street
	P2	Administration - Auto Pool	2		120 South Spring Street
	2	Administration - Cashier/Rideshare	2		120 South Spring Street
	2	Administration - Facilities Operations	13		120 South Spring Street
	1	Administration - Human Resources	4		120 South Spring Street
	2	Administration - Information Services	32		120 South Spring Street
	P1	Administration - Mailroom	2		120 South Spring Street
	P1	Administration - Property Control	1		120 South Spring Street
	2	Administration - Reproduction	2		120 South Spring Street
	2	Design - File/Storage Cabinets (TI-211,TI-223,TI-224,TI-225)			120 South Spring Street
		Subtotal	123		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
26-Aug-04 Phase One	6	Design - R/W Engineering	90		120 South Spring Street
	6	Design - File/Storage Cabinets (TI-604, TI-615)			120 South Spring Street
	2	Design - Boxed Files/Maps for TI-211, TI-223, TI-224, TI-225			120 South Spring Street
	2	IT Equipment Move - Servers		16	120 South Spring Street
	2	IT Equipment Move - Cabinets		3	120 South Spring Street
		Subtotal	90	19	
9-Sep-04 Phase One	6	Design - Project Development B	67		120 South Spring Street
	6	Design - Project Development D	66		120 South Spring Street
	6	Design - Boxed Files for TI-604, TI-615			120 South Spring Street
	2	IT Equipment Move - Servers		12	120 South Spring Street
	2	IT Equipment Move - Cabinets		2	120 South Spring Street
		Subtotal	133	14	
16-Sep-04 Phase Two	7	Design - Project Development A	70		120 South Spring Street
	7	Design - Project Development C	69		120 South Spring Street
	7	Design - File/Storage Cabinets (TI-704, TI-743)			120 South Spring Street
		IT Equipment Move - Servers		14	120 South Spring Street
		IT Equipment Move - Consoles		1	120 South Spring Street
		Subtotal	139	15	
23-Sep-04 Phase Two	7	Design - Engineering Services	95		120 South Spring Street
	7	Design - Boxed Files for TI-704, TI-743			120 South Spring Street
	2	IT Equipment Move - Servers		6	120 South Spring Street
	2	IT Equipment Move - Cabinets		3	120 South Spring Street
	2	IT Equipment Move - Computers		10	120 South Spring Street
		Subtotal	95	19	120 South Spring Street
2-Oct-04 Phase Two	2	IT Equipment Move - Cabinets - Unix Boxes		12	120 South Spring Street
	2	IT Equipment Move - Servers		2	120 South Spring Street
	2	IT Equipment Move - Tables		1	120 South Spring Street
	2	IT Equipment Move - Racks		4	120 South Spring Street
	2	IT Equipment Move - Boxes		4	120 South Spring Street
		Subtotal		23	

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
7-Oct-04 Phase Two	3	Construction - Construction Field	25		801 South Grand - Floor 14
	3	Construction - Engineer Management	26		801 South Grand - Floor 14
	3	Construction - Office Engineer	14		801 South Grand - Floor 14
	3	Southern Right of Way - File Cabinets (P1 Level, TI-320)			801 South Grand - Floor 17
	2	IT Equipment Move - Print Room - Printer		3	120 South Spring Street
	2	IT Equipment Move - Print Room - Paper (Pallets)		6	120 South Spring Street
	2	IT Equipment Move - Print Room - Sorter		1	120 South Spring Street
	2	IT Equipment Move - Chairs		3	120 South Spring Street
	2	IT Equipment Move - Print Room - Desks		2	120 South Spring Street
	2	IT Equipment Move - Print Room - Consoles		2	120 South Spring Street
	2	IT Equipment Move - Print Room - Work Tables		2	120 South Spring Street
		Subtotal	65	19	
14-Oct-04 Phase Two	3	Maintenance - District Office	105		801 South Grand - Floor 14
	2	Administration - Information Services	1		801 South Grand - Floor 14
		Subtotal	106		
21-Oct-04 Phase Three	3	Structure Maintenance	28		12501 Imperial Avenue, Norwalk 865 South Fig
	13	Legal	91		
		Subtotal	119		
25-Oct-04 Phase Three		Auto Shop	3		120 South Spring
28-Oct-04 Phase Three	3	Southern Right of Way - Landsales	5		801 South Grand - Floor 17
	3	Southern Right of Way - Project Delivery	45		801 South Grand - Floor 17
	3	Southern Right of Way - Property Management	17		801 South Grand - Floor 17
	3	Southern Right of Way - Property Services	18		801 South Grand - Floor 17
	3	Southern Right of Way - Boxed Files			801 South Grand - Floor 17
		Subtotal	85		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
4-Nov-04 Phase Three	8	Program & Project Management - Area Central	19		1000 Wilshire - Floor 14
	8	Program & Project Management - Area North	23		1000 Wilshire - Floor 14
	8	Program & Project Management - Area South	20		1000 Wilshire - Floor 14
	8	Program & Project Management - Consulting Services	13		1000 Wilshire - Floor 14
	8	Program & Project Management - COS Data Mgmt	29		1000 Wilshire - Floor 14
	8	Program & Project Management - I-5	6		1000 Wilshire - Floor 14
	8	Program & Project Management - Programming	10		1000 Wilshire - Floor 14
	2	Administration - Information Services	1		1000 Wilshire - Floor 14
		Subtotal	121		
12-Nov-04 Phase Three	4	Environmental Planning	45		120 South Spring Street
	4	Operations - Traffic Design	67		120 South Spring Street
	4	Operations - Truck Services Manager	2		120 South Spring Street
		Subtotal	114		
18-Nov-04 Phase Four	8	External Affairs - Graphic Services	9		120 South Spring Street
	4	Operations - ITS Development	25		120 South Spring Street
	5	Operations - District Traffic Manager	35		120 South Spring Street
	5	Operations - Freeway Operations	39		120 South Spring Street
	5	Operations - TMC Support	4		120 South Spring Street
	8	Administration - Business Management	5		120 South Spring Street
	8	Administration - Health & Safety	5		120 South Spring Street
		Subtotal	122		
2-Dec-04 Phase Four	5	Operations - Traffic Investigations	112		1000 Wilshire - Floor 12
		Subtotal	112		
9-Dec-04 Phase Four	12	Planning & Public Transp - Advance Planning	27		801 South Grand - Floor 15
	12	Planning & Public Transp - Env Eng & Feasibility	45		801 South Grand - Floor 16
	12	Planning & Public Transp - Project Studies	52		801 South Grand - Floor 16
	2	Administration - Information Services	1		801 South Grand - Floor 15
		Subtotal	125		

District 7 Move Schedule

Move Date	Floor	Division / Unit	Approx. Number of Staff	Approx. Equipment Quantity	Current Location
16-Dec-04 Phase Four	13	Executive Office	16		120 South Spring Street
	5	Operations - Headquarters Unit 52 (HQ T Ops)	5		700 North Alameda
	12	Planning & Public Transp - Local Assistance	36		700 North Alameda
	12	Planning & Public Transp - Reg Plning	41		801 South Grand - Floor 15
	13	Administration - Budget	10		120 South Spring Street
	13	Legal - Claims	4		120 South Spring Street
	8	SITTI (Communications - Systems Eng)	3		120 South Spring Street
		Subtotal	115		
TOTAL			1,667	186	

Note: If not specified on move schedule, cabinets and files for large filerooms/storage rooms/libraries will be relocated with staff.

Dock and Elevator Usage

BUILDING ACCESS	LOADING DOCK	FREIGHT ELEVATOR	NOTES
801 South Grand	Yes, use driveway on 8th Street.	Yes	Moving Hours: Thursday and Friday after 5 p.m. All day Saturday. Building Manager needs to be notified prior to move.
12501 E. Imperial Highway, Norwalk	Yes, located directly behind the building.	Yes, access card needed	Moving Hours: Thursday and Friday after 5 p.m., anytime on Saturday/Sunday. One day prior to the actual move, contact Property Management Office to obtain an elevator loading key. All moving companies must provide a Certificate of Insurance evidencing coverage of Commercial general Liability and Worker's Compensation Insurance.
1000 Wilshire	Yes, rear of building on Francisco Street.	Yes	Moving Hours: Thursday and Friday after 5 p.m. Saturday/ Sunday 8-5 Business Management Office needs to be contacted prior to move
700 North Alameda	Yes, rear of building.	Yes	Moving Hours: Thursday and Friday after 5 p.m. Saturday/Sunday 8-5.
120 South Spring Street	Yes, use Spring Street entrance.	Yes	Available anytime with prior arrangement with Contract Manager
865 S. Figueroa Street	Yes, rear of building.	Yes	Moving Hours: Thursday and Friday after 5 p.m. All day Saturday.

Department of Transportation - District 7
Equipment and Furniture Inventory

Furniture	Executive Office	Administration	Construction	Design	Environmental Planning	External Affairs	Legal	Maintenance	Operations	Planning Public Transportation	Program Project Management	Southern R/W Region	Structure Maintenance	Undesignated	TOTAL
Bookshelf	5	218	43	750	27	18	76	27	196	166	16	7	61	39	1,649
Cabinet	13	207	99	318	35	40	111	107	169	271	32	105	24	11	1,542
Chair	136	495	164	1,200	96	36	328	202	590	521	313	263	77	78	4,499
Coat Rack	9	49	19	143	14	10	42	34	53	56	18	37	7	9	500
Computers *			44					88	123	230	113	78		925	1,601
Console									1						1
Copier	1	6	4	13	5	8	3	4	10	9	8	3	1		75
Counter		8		3											11
Credenza	14	23	6	30	3	1	26	1	10	9	17	5	1	1	147
CTNET Computer									11						11
Desk	13	104	70	426	1	8	49	12	19	36	52	3	2	38	833
Display Case				1					13		4				18
Fax Machine	1	9	9	14	3	4	2	5	21	19	3	4	1		95
Lockers		7							1						8
Mail Sorter		3	3	3					9		1		1		20
Map Holder		69	4	436	6	4	4	1	41	28	2	3	13	17	628
Plotter				12					2	4					18
Printers (Desktop/Network)	16	39	36	121	31	30	30	105	239	134	130	22	10		943
Scanner			5	20					1	22		11	1		60
Sofa	2	7	1	2		1	2		1	9	1				26
Table	34	283	73	637	20	4	110	26	90	59	26	20	32	66	1,480
Table Top				9										1	10
TMC Workstation									15						15
TV/VCR										3					3
Word Processor													4		4
Non-Categorized		2	9												11
DIVISION TOTAL	244	1,529	589	4,138	241	164	783	612	1,615	1,576	736	561	235	1,185	14,208

* All 120 South Spring Street computers listed in "Undesignated" column. Unable to determine by Division.

**Department of Transportation - District 7
Equipment and Furniture Inventory**

Furniture	Auto Sub-Shop 3	TOTAL
	Equipment/Furniture Total	
Bookshelf	2	2
Bench Buffer/Grinder	1	1
Brake Lathe	1	1
Cabinet	3	3
Chair	11	11
Computers	2	2
Copier	1	1
Drill Press (Bench)	2	2
Drill Press (Floor Mounted)	2	2
Hydraulic Press	1	1
Microwave Oven	1	1
Oil Filter Press	1	1
Pneumatic Tire Machine	1	1
Portable Lift	1	1
Revolving Nut/Bolt Bin	1	1
Shelving Unit	33	33
Table	2	2
Tire Rack	9	9
Vice	1	1
Waste Oil Containers	2	2
Wheel Blancer	1	1
Workbench, Steel Top	11	11
TOTAL	90	90

**District 7 Headquarters Replacement Building
Rooms Requiring Specialized Bracing/Anchoring**

Room Number	Room Description	Room Square Footage
P1 Level	Southern R/W File Room	600
Floor 1	Caged Warehouse	5,616
TI-211	Design - As-Builts	478
TI-214	Operations - Permits	394
TI-224	Design - R/W Maps	1,305
TI-320	Southern R/W File Room	516
TI-334	Structure Maintenance File Room	495
TI-338	As Builts-Construction	560
TI-341	Construction - File Room	436
TI-536	Operations - Traffic Investigations File Room	1,142
TI-604	Design	473
TI-615	Design - R/W Engineering	364
TI-704	Design	931
TI-743	Design	812
TI-13116	Legal - Mega Case File	338
TI-13123	Legal - Library*	1,712
TI-13125	Legal - Main File	701
TI-13126	Legal - Mega Case File	619

* The contents of the Legal library must be available to employees without interruption.